

Watervliet Fire Board

Meeting Minutes April 28, 2020

(Meeting was conducted remotely via teleconference. Meeting was recorded by Patt Bambrick and meets OMA requirements and records are retained for Compliance and FOIA purposes)

The meeting was called to order at **7:00 pm** by Chair, **Deane Fizzell**. The Pledge of Allegiance was not recited.

Board Members Present; Fizzell, Bambrick, Stepich, Marvin and Brinker

A **motion** was made by **Bambrick** and supported by **Marvin** to approve the **minutes from the February 2020 meeting. All in favor, motion carried. There was not a meeting held in March 2020 due to the Governor's Order to Social Distance due to Covid-19 Pandemic. A notice of cancellation for the March meeting was posted on the Fire Dept. door (copy of posting attached hereto)**

Brinker presented the **February 2020 payables in the amount of \$29,965.40 and March 2020 payables in the amount of \$24,040.32. A motion was made by Marvin to approve the December payables. Motion was supported by Stepich. All in favor, motion carried.** Copy of payables on file at the fire department.

Brinker informed the board that he and Marvin had signed the payables in March and would do so again in May to ensure the monthly bills are being paid.

Chief Jones presented his written reports. Written reports are on file at the fire station.

New Business:

- The FY 20/21 Budget was discussed. Wage increases have not been added to the budget. After some discussion, it was decided that the wage increases would be added later, via a budget amendment. This will allow the budget increases and related expenses to be discussed thoroughly and we will go through that process at the appropriate time.
- **A motion was made by Marvin to approve the FY 20/21 budget in the amount of \$288,105.00 Motion was supported by Bambrick. All in Favor, motion carried.**
- Expenditures related to Covid-19 were discussed. Chief Jones will be participate in a teleconference with FEMA on May 28, 2020.
- Patt Bambrick asked Chief Jones if the department is in need of anything for the department because of Covid-19. Chief Jones stated that the department has 30-day supply of supplies.
- Chief Jones stated that of the approx. 15 Covid-19 related deaths in Berrien County, about 50% are from the Watervliet area.
- Brinker is working with the auditors to schedule the audit which should begin sometime in May. It was discussed to use the same auditing firm as last year (Manor Casterian) which has provided a proposal for \$5,600.00. It was also discussed that Dave will discuss locking in a three-year audit price. **A motion was made by Stepich to allow Dave and Deane to sign the "Letter of Engagement" with the auditors. Motion was supported by Marvin, All in favor. Motion carried.**

Old Business:

- Billing process and alternatives are still being discussed.
- Dan Jones spoke with Bill Mears of Pride Care Ambulance three weeks ago. Chief Jones is not aware of why Pride Care the \$15.00/call stipend. This revenue is estimated to bring in approximately \$3,000.00 annually. Chief Jones is working on getting the stipend paid for the

previous year and moving forward. The initial agreement with Pride Care will be reviewed and the matter will be brought before the board.

- The required budget amendments for the previous FY were discussed. Stepich stated that while we spent over the budgeted amounts in some lines, we spent less in others and our revenue was a little higher than budgeted so it all came out to the positive. **Stepich made a motion to increase the operating revenue by \$18,000.00. Motion was supported by Marvin. All in favor. Motion Carried.**

Next regular meeting to be via teleconference and will be held **May 19, 2020 @ 7:00.**

A motion to adjourn the meeting was made by Marvin and supported by Stepich. All in favor. Motion Carried.

Meeting adjourned at 8:20 pm.

Respectfully Submitted,

Melanie Marvin