

A regular meeting of the Alma District Fire Board was held at the Alma Municipal Building. The meeting was called to order at 12:05 p.m. by Alma City Manager Aeric Ripley. A quorum of the Board was present.

*Roll Call*

Board members present: Kevin Beeson, Ron Hunt, Tish Mallory, Greg Mapes, Doug Merchant, and Aeric Ripley.  
Board members absent: Daniel Wernick.  
Others present: Curtis Dancer, Harold House, Mike Karr, Mark Williams, Jack Snyder, and Todd Snyder.

**Motion by Mapes, seconded by Beeson, to approve minutes of the December 19, 2022, meeting, as presented. Motion carried.**

**Voting yes: Beeson, Hunt, Mallory, Mapes, Merchant, and Ripley.**  
**Voting no: none.**  
**Absent: Wernick.**

*Monthly Reports*

Alma Finance Director Curtis Dancer explained he will bring a budget amendment request to the next meeting to account for ARPA funds purchases. He noted the budget is on track. Board Member Mallory asked for clarification on billing for fire attendance totals. Discussion followed regarding “toned” versus “attended”, whether being toned counts as credit for attending, and why the number of runs has increased.

**Motion by Mapes, seconded by Merchant, to receive the following reports: Fire Budget Actual Ending December 2022, Rescue Budget Actual Ending December 2022, Fire Board Check Disbursement Report December 2022, Rescue Check Disbursement Report December 2022, Audited Financial Statement-Fire & Rescue FY 2022, 4<sup>th</sup> Quarter 2022 Fire Report, Year End Fire Report 2022, 4<sup>th</sup> Quarter 2022 Rescue Run Report, and Year End Rescue Report. Motion carried.**

**Voting yes: Beeson, Hunt, Mallory, Mapes, Merchant, and Ripley.**  
**Voting no: none.**  
**Absent: Wernick.**

*New Business – Proposed Fire Budget for FY 2024*

City Manager Ripley presented proposed Fire Budget numbers for FY 2024. Dancer answered questions from Board members regarding previous methods of billing and insurance savings. Merchant asked how the new run formula would work for ownership. Ripley explained it would be based on a rolling average. Brief discussion followed.

**Motion by Beeson, seconded by Mallory, to adopt the proposed Annual Fire District Fire Budget for FY 2024 (Attachment A), as presented. Motion carried.**

**Voting yes: Beeson, Hunt, Mallory, Mapes, Merchant, and Ripley.**  
**Voting no: none.**  
**Absent: Wernick.**

*New Business-Proposed Rescue Budget for FY 2024*

City Manager Ripley presented the proposed Rescue Budget numbers for FY 2024 and provided a brief summary of changes. Beeson asked for the percentage used and Dancer answered with 47%. Lengthy discussion followed regarding the number of runs and attendees, and whether or not the City intended to join rescue.

Beeson said he believed the City owes it to the department to make a decision, and expressed his concerns about the amount of the management stipend proposed in the budget. Ripley explained his reasoning for the requested amount. Discussion followed about management duties, leadership requirements, the number of rescuers responding to calls, and use of the rescue truck.

**Motion by Beeson, seconded by Hunt, to adopt the proposed Annual Rescue Budget for FY 2024 (Attachment B), as presented. Motion carried.**

**Voting yes: Beeson, Hunt, Mallory, Mapes, Merchant, and Ripley.**

**Voting no: none.**

**Absent: Wernick.**

*Old Business*

Ripley explained a request for bids was sent out to vendors for a new truck to replace Engine #3. He said no questions were received about the bid request, and only one bid was received.

Williams provided additional information about the bid saying he had contacted two of the non-bidding vendors and one declined to bid as the bid specs were too restrictive while the other declined to bid as they were unable to meet the spec for a poly tank. Williams also reached out to a third vendor who chose not to bid as they would have been a supplier for another vendor on the bidder list.

Lengthy discussion followed about the restrictive requirements in the bid specifications. Beeson indicated he wouldn't vote yes on the basis of only one bid. Merchant said he had also reached out to some of the vendors and was told they may have bid if the specs had been more generic. Merchant also indicated he would vote no on the basis of only one bid, together with the amount of the single bid. Mallory said their township policy requires a minimum of two bids. Ripley noted the bid was only valid for 30 days. Firefighters Jack Snyder and Todd Snyder explained their reasoning for the bid specifications. Additional discussion followed about a re-bidding process, ISO ratings, the possibility of keeping Engine #3 and selling Engine #4, and the likelihood of prices going up.

A motion was made by Mapes to accept the bid and purchase the truck as presented. The motion died for lack of a second.

**Motion by Beeson, seconded by Merchant, to reject the single bid received for a replacement fire/pumper truck and go out for a re-bid. Motion carried.**

**Voting yes: Beeson, Hunt, Mallory, and Merchant.**

**Voting no: Mapes and Ripley.**

**Absent: Wernick.**

Beeson asked about finding ISO ratings and determining if there was a way to keep Engine #3 operational and possibly sell Engine #4. Discussion followed about costs associated with updating Engine #3. The group generally agreed to pursue additional information as an option.

Mapes asked about changing meeting dates and times. Discussion followed. The group agreed to move meetings from the third Monday of each month at 3:00 p.m. to the third Wednesday of each month at 7:00 a.m. The next meeting will be Wednesday, February 15, 2023, at 7:00 a.m.

Brief discussion followed about additional vendors for a re-bid process, also the number and cost of visits to a vendor as a new truck is being built.

*Public Comment*

No other comments were offered.

**Motion by Mallory, seconded by Beeson, to adjourn the meeting at 2:19 p.m. Motion carried.**

**Voting yes: Beeson, Hunt, Mallory, Mapes, Merchant, and Ripley.**

**Voting no: none.**

**Absent: Wernick.**

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Sara Anderson, City Clerk

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Date of Approval

DRAFT

Alma District Fire Department  
FY 2024 Proposed Budget

Expense Classifications	2021/2022	2022/2023	2023/2024
Personnel	\$315,000.00	\$318,000.00	\$319,500.00
Training	\$8,000.00	\$8,000.00	\$8,000.00
Operating Supplies	\$85,600.00	\$88,000.00	\$91,500.00
Contractual Services	\$24,000.00	\$25,000.00	\$25,000.00
Utilities/Communications	\$8,000.00	\$8,000.00	\$8,000.00
Insurance	\$18,000.00	\$18,000.00	\$12,000.00
Operating Budget	\$458,600.00	\$465,000.00	\$464,000.00
City of Alma Internal Service Charges	\$2,000.00	\$35,000.00	\$36,000.00
Capital Outlay *	\$0.00	\$0.00	\$850,000.00
Less:			
Capital Additions funded through fund balance	\$0.00	\$0.00	-\$850,000.00
Additional contribution for future apparatus replacement	\$50,000.00	\$50,000.00	\$50,000.00
<b>Total Allocated to Local Units</b>	<b>\$510,600.00</b>	<b>\$550,000.00</b>	<b>\$550,000.00</b>

Budget Based on Current Formula in Bylaws

Local Unit	Cumulative Allocation %*	Operating Expenditures	Internal Service Charges	Capital	Apparatus Replacement	Annual Contribution	Quarterly Contribution
City of Alma	51.79%	\$ 240,312	\$ 18,645	\$ -	\$ 25,896	\$ 284,853	\$ 71,213
Arcada Twp	8.48%	\$ 39,369	\$ 3,055	\$ -	\$ 4,242	\$ 46,666	\$ 11,667
Pine River Twp	16.51%	\$ 76,623	\$ 5,945	\$ -	\$ 8,257	\$ 90,825	\$ 22,706
Seville Twp	12.42%	\$ 57,635	\$ 4,472	\$ -	\$ 6,211	\$ 68,318	\$ 17,079
Sumner Twp	10.79%	\$ 50,060	\$ 3,884	\$ -	\$ 5,394	\$ 59,339	\$ 14,835
<b>Total</b>	<b>100.00%</b>	<b>\$464,000.00</b>	<b>\$ 36,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 550,000</b>	<b>\$ 137,500</b>

Net Position of Rural Urban Fire Board

	2022	2021	2020	2019	2018
Net Investment in capital assets	665,358.00	693,262.00	750,829.00	808,909.00	851,347.00
Unrestricted	714,063.00	640,027.00	574,494.00	539,276.00	529,008.00
<b>Total net position</b>	<b>1,379,421.00</b>	<b>1,333,289.00</b>	<b>1,325,323.00</b>	<b>1,348,185.00</b>	<b>1,380,355.00</b>

Alma District Rescue Department  
FY 2024 Proposed Budget

Expense Classifications	2021/2022	2022/2023	2023/2024
Personnel	\$18,400.00	\$26,350.00	\$29,250.00
<b>Total Personnel Budget</b>	<b>\$18,400.00</b>	<b>\$26,350.00</b>	<b>\$29,250.00</b>
Manager Stipends	\$0.00	\$10,000.00	\$6,000.00
Training	\$200.00	\$3,000.00	\$1,000.00
Media Advertising	\$200.00	\$200.00	\$250.00
Materials/Supplies/Tools/Equipment	\$5,000.00	\$5,800.00	\$4,500.00
Uniforms/Safety Equipment	\$8,000.00	\$2,000.00	\$1,500.00
Fuel	\$1,000.00	\$1,250.00	\$1,500.00
Contractual Services	\$700.00	\$2,000.00	\$1,000.00
Utilities/Communications	\$2,000.00	\$2,000.00	\$1,000.00
Insurance	\$1,500.00	\$2,000.00	\$1,000.00
<b>Total Operating Budget</b>	<b>\$18,600.00</b>	<b>\$28,250.00</b>	<b>\$17,750.00</b>
City of Alma Internal Service Charges	\$0.00	\$3,200.00	\$3,500.00
Reserve for Future Capital Additions	\$0.00	\$5,000.00	\$5,000.00
<b>Total Allocated to Local Units</b>	<b>\$37,000.00</b>	<b>\$62,800.00</b>	<b>\$55,500.00</b>

Allocation of Fixed (Overhead) Costs

Local Unit	Cumulative Allocation %	Operating Expenditures	Internal Service Charges	Future Capital Reserves	Total	Annual Billing
Arcada Twp	16.67%	\$ 2,958	\$ 583	\$ 833	\$ 4,375	\$ 4,375
Pine River Twp	16.67%	\$ 2,958	\$ 583	\$ 833	\$ 4,375	\$ 4,375
Seville Twp	33.33%	\$ 5,917	\$ 1,167	\$ 1,667	\$ 8,750	\$ 8,750
Summer Twp	33.33%	\$ 5,917	\$ 1,167	\$ 1,667	\$ 8,750	\$ 8,750
<b>Total</b>	<b>100.00%</b>	<b>\$17,750</b>	<b>\$3,500</b>	<b>\$5,000</b>	<b>\$ 26,250</b>	<b>\$ 26,250</b>

Allocation of Projected Personnel Costs  
(Based on PY actual call volume) - will be billed quarterly for actual cost incurred based on run data

Local Unit	Cumulative Allocation %	Salaries	Fringe Benefits	Other EE Expenses	Total	Projected Quarterly Bill
Arcada Twp	8.71%	\$ 2,089	\$ 435	\$ 63	\$ 2,587	\$ 647
Pine River Twp	23.53%	\$ 5,646	\$ 1,176	\$ 63	\$ 6,885	\$ 1,721
Seville Twp	38.95%	\$ 9,347	\$ 1,947	\$ 63	\$ 11,357	\$ 2,839
Summer Twp	28.82%	\$ 6,917	\$ 1,441	\$ 63	\$ 8,421	\$ 2,105
<b>Total</b>	<b>100.00%</b>	<b>\$24,000</b>	<b>\$5,000</b>	<b>\$250</b>	<b>\$29,250</b>	<b>\$7,313</b>

Total Proposed Budget

Local Unit	Cumulative Allocation %	Non-Personnel (Fixed) Costs	Proj. Personnel Costs	Total
Arcada Twp	12.69%	\$ 4,375	\$ 2,587	\$ 6,962
Pine River Twp	20.10%	\$ 4,375	\$ 6,885	\$ 11,260
Seville Twp	36.14%	\$ 8,750	\$ 11,357	\$ 20,107
Summer Twp	31.08%	\$ 8,750	\$ 8,421	\$ 17,171
<b>Total</b>				<b>\$ 55,500</b>

Net Position of Alma District Rescue

	2022	2021
Net Investment in capital assets	40,485.00	47,398.00
Unrestricted	45,125.00	36,072.00
<b>Total net position</b>	<b>86,610.00</b>	<b>83,470.00</b>