

Agenda
Annual Meeting of the Alma District Rural-Urban Fire Board
Alma Municipal Building
Monday, December 19, 2022
3:00 P.M.
[\(Anything in Blue is a Clickable Link\)](#)

- I. Call to Order
- II. [Minutes](#) of Rural-Urban Fire Board Regular Meeting November 21, 2022..... **Approve**
- III. Monthly Reports.....**Receive**
 - a. [Fire Budget Actual Ending November 2022](#)
 - b. [Rescue Budget Actual Ending November 2022](#)
 - c. [Fire Board Check Disbursement Report November 2022](#)
 - d. [Rescue Check Disbursement Report November 2022](#)
- IV. New Business
 - a. [Sumner Township Rescue FY2023 Budget](#).....**Discuss**
 - b. [Projected Fire and Rescue Budgets for FY2024](#).....**Discuss**
- V. Old Business
 - a. [Fire Department Interlocal Agreement](#).....**Discuss**
- VI. Invitation to the Public
- VII. Next Fire Board Meeting is January 16, 2022 – 3:00 pm @ Alma City Hall
- VIII. Adjournment

A regular meeting of the Rural Urban Fire Board was held at the Alma Municipal Building. The meeting was called to order at 3:00 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, Mark Williams, and Jack Snyder.

Motion by Beeson, seconded by Hunt, to approve minutes of the October 17, 2022, meeting, as presented. Motion carried.

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

Monthly Reports

Motion by Beeson, seconded by Merchant, to receive the following reports: Fire Budget Actual Ending October 2022, Rescue Budget Actual Ending October 2022, Fire Board Check Disbursement Report October 2022, Rescue Check Disbursement Report October 2022, and Fire and Rescue wage scale. Motion carried.

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

Beeson asked for an explanation of the Fire and Rescue Wage Scale. Ripley explained that Step 1 equates to someone with no experience. To move up on the pay scale they must pass trainings, which takes about 10 years to get to the maximum pay scale. Discussion followed.

New Business

Public Safety Director Williams provided an update on replacing Engine 3. The new truck would have an enclosed pump panel, extended cab with a 360-degree view, and it will hold up to six firefighters. The truck would hold up to 2000 gallons of water, which is ideal for rural fires, and it will eliminate using other trucks because of the bigger tank. This will allow them to leave the other trucks for potential calls which may come in. The new truck would also have a better turn radius, meaning the driver wouldn't need assistance. The cost of a new truck is around \$800,000, but with costs rising it could go up to \$1 million. Chief House said the cab can easily be cleaned since the pump panel will be outside of the cab, and it has filters in it for any smoke and chemical smell. All fire gear is kept outside of the cab to prevent the firefighters from inhaling any chemicals and smoke from the fire. Director Williams and Chief House both mentioned this is the desired truck and everyone will be going to this style in the future.

Director Williams said they will keep Ladder 5. Engine 4 is not used often because no one likes to drive it. Beeson asked why they are keeping Engine 4 if everyone hates it. He thinks it should be sold and put the money toward the new truck. Director Williams said no one wants the truck because it does not have a deck gun. Mapes asked if they could lock in the price. Director Williams said they will try to do that no matter who wins the bid. Mallory asked how long it will take to build. Williams told her 2-3 years.

Beeson brought up the possibility of building a second fire hall in Sumner. Hunt is concerned it wouldn't have the manpower to operate. Beeson asked where the firefighters live. Williams said there are a few who live in town and there are some who live outside of town, but none who live by Sumner. Mallory said maybe a second location would inspire others to apply for the position. Beeson said Shepherd has three locations for fire halls. Maybe they should talk to them to see how they do it. Ripley wondered how the fire hall would be built in Sumner. Mallory said they had \$300,000 from the township and \$200,000 from the county in ARPA funds. Merchant asked if there were any highschoolers who would be interested in joining the fire department. Williams mentioned Alma does have a program to get highschoolers interested.

Director Williams said they need to send the bids out soon. Beeson was wondering how much the board had to spend on a new truck because he is not ready to vote. Finance Director Curtis Dancer said they have about \$930,000 to spend on the truck. Beeson thinks it will cost \$1 million and worries about the price but understands the necessity of a new fire truck.

Motion by Mallory, seconded by Hunt, to authorize Director Williams to send out bids to replace Engine 3. Motion carried.

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

Old Business

Ripley stated the interlocal agreement was approved during the last meeting. Merchant still has some issues to work through before he signs it. He will discuss it at the next Arcada Township meeting. Merchant wanted to thank Ripley for attending a township meeting as he was the first city manager from Alma to attend. He would like to see an independent board. Mapes asked what the advantage would be in having an authority. Merchant said the city would hold a portion of the authority. Mapes has a problem with footing half of the bill when there would be four other communities involved. Discussion followed.

Public Comment

No other members of the public were present.

Motion by Merchant, seconded by Beeson, to adjourn the meeting at 4:49 p.m. Motion carried.

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

Kim Fellows, Recording Secretary

Date of Approval

User: CDANCER

DB: Alma

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	AVAILABLE BALANCE	% BGD USED
Fund 597 - RURAL URBAN FIRE BOARD FUND						
Revenues						
Dept 336.000 - FIRE & RESCUE						
597-336.000-607.000	FEES	0.00	10.00	0.00	(10.00)	100.00
597-336.000-626.000	SERVICE CHARGES	550,000.00	410,413.50	0.00	139,586.50	74.62
597-336.000-665.000	INTEREST	1,500.00	0.00	0.00	1,500.00	0.00
597-336.000-677.000	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 336.000 - FIRE & RESCUE		552,500.00	410,423.50	0.00	142,076.50	74.28
TOTAL REVENUES		552,500.00	410,423.50	0.00	142,076.50	74.28
Expenditures						
Dept 336.000 - FIRE & RESCUE						
597-336.000-702.000	SALARIES/WAGES	245,000.00	79,558.70	16,390.80	165,441.30	32.47
597-336.000-703.000	OVERTIME	5,000.00	652.22	80.56	4,347.78	13.04
597-336.000-714.000	FRINGE BENEFITS	67,000.00	36,583.81	6,991.73	30,416.19	54.60
597-336.000-715.000	EMPLOYEE TRAINING	8,000.00	735.85	197.50	7,264.15	9.20
597-336.000-717.000	OTHER EMPLOYMENT EXPENSE	1,000.00	250.00	75.00	750.00	25.00
597-336.000-730.000	MEDIA ADVERTISING	350.00	1,138.30	0.00	(788.30)	325.23
597-336.000-740.000	MATERIALS/SUPPLIES	12,000.00	3,427.66	194.93	8,572.34	28.56
597-336.000-741.000	UNIFORMS/SAFETY EQUIPMENT	33,000.00	907.09	0.00	32,092.91	2.75
597-336.000-743.000	FUEL	5,000.00	3,673.53	0.00	1,326.47	73.47
597-336.000-746.000	TOOLS/EQUIPMENT	25,000.00	1,107.24	123.33	23,892.76	4.43
597-336.000-780.000	MAINTENANCE PARTS	5,150.00	10,473.73	0.00	(5,323.73)	203.37
597-336.000-781.000	TIRES	5,000.00	0.00	0.00	5,000.00	0.00
597-336.000-801.000	CONTRACT FEES	24,000.00	18,403.39	0.00	5,596.61	76.68
597-336.000-802.000	LEGAL FEES	1,000.00	168.00	0.00	832.00	16.80
597-336.000-810.000	ISF-ACCOUNTING SERVICES	35,000.00	17,500.00	0.00	17,500.00	50.00
597-336.000-816.000	EQUIPMENT RENTAL	0.00	11.12	0.00	(11.12)	100.00
597-336.000-922.000	COMMUNICATIONS	8,000.00	1,475.51	62.67	6,524.49	18.44
597-336.000-960.000	INSURANCE	18,000.00	5,714.00	0.00	12,286.00	31.74
Total Dept 336.000 - FIRE & RESCUE		497,500.00	181,780.15	24,116.52	315,719.85	36.54
Dept 336.304 - FIRE PREVENTION WEEK						
597-336.304-740.000	MATERIALS/SUPPLIES	2,500.00	2,538.00	0.00	(38.00)	101.52
Total Dept 336.304 - FIRE PREVENTION WEEK		2,500.00	2,538.00	0.00	(38.00)	101.52
Dept 904.000 - DEPRECIATION						
597-904.000-968.000	DEPRECIATION	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 904.000 - DEPRECIATION		50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		550,000.00	184,318.15	24,116.52	365,681.85	33.51
Fund 597 - RURAL URBAN FIRE BOARD FUND:						
TOTAL REVENUES		552,500.00	410,423.50	0.00	142,076.50	74.28
TOTAL EXPENDITURES		550,000.00	184,318.15	24,116.52	365,681.85	33.51
NET OF REVENUES & EXPENDITURES		2,500.00	226,105.35	(24,116.52)	(223,605.35)	9,044.21

PERIOD ENDING 11/30/2022

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/2022	AVAILABLE BALANCE	% BDGT USED
Fund 598 - RESCUE FUND						
Revenues						
Dept 336.000 - FIRE & RESCUE						
598-336.000-607.000	FEES	0.00	17,828.19	7,893.81	(17,828.19)	100.00
598-336.000-626.000	SERVICE CHARGES	62,800.00	36,450.00	0.00	26,350.00	58.04
598-336.000-665.000	INTEREST	250.00	0.00	0.00	250.00	0.00
Total Dept 336.000 - FIRE & RESCUE		63,050.00	54,278.19	7,893.81	8,771.81	86.09
TOTAL REVENUES		63,050.00	54,278.19	7,893.81	8,771.81	86.09
Expenditures						
Dept 336.000 - FIRE & RESCUE						
598-336.000-702.000	SALARIES/WAGES	22,000.00	11,788.40	2,740.00	10,211.60	53.58
598-336.000-705.000	SALARIES AND WAGES - OTHER	10,000.00	10,000.00	0.00	0.00	100.00
598-336.000-714.000	FRINGE BENEFITS	4,000.00	1,564.44	253.03	2,435.56	39.11
598-336.000-715.000	EMPLOYEE TRAINING	3,000.00	0.00	0.00	3,000.00	0.00
598-336.000-717.000	OTHER EMPLOYMENT EXPENSE	350.00	0.00	0.00	350.00	0.00
598-336.000-730.000	MEDIA ADVERTISING	200.00	190.00	0.00	10.00	95.00
598-336.000-740.000	MATERIALS/SUPPLIES	1,800.00	0.00	0.00	1,800.00	0.00
598-336.000-741.000	UNIFORMS/SAFETY EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
598-336.000-743.000	FUEL	1,250.00	593.17	0.00	656.83	47.45
598-336.000-746.000	TOOLS/EQUIPMENT	3,000.00	0.00	0.00	3,000.00	0.00
598-336.000-780.000	MAINTENANCE PARTS	1,000.00	0.00	0.00	1,000.00	0.00
598-336.000-801.000	CONTRACT FEES	1,000.00	78.90	0.00	921.10	7.89
598-336.000-802.000	LEGAL FEES	1,000.00	0.00	0.00	1,000.00	0.00
598-336.000-815.000	ISF-PUBLIC WORKS SERVICES	3,200.00	0.00	0.00	3,200.00	0.00
598-336.000-922.000	COMMUNICATIONS	2,000.00	0.00	0.00	2,000.00	0.00
598-336.000-960.000	INSURANCE	2,000.00	634.00	0.00	1,366.00	31.70
Total Dept 336.000 - FIRE & RESCUE		57,800.00	24,848.91	2,993.03	32,951.09	42.99
Dept 904.000 - DEPRECIATION						
598-904.000-968.000	DEPRECIATION	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 904.000 - DEPRECIATION		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		62,800.00	24,848.91	2,993.03	37,951.09	39.57
Fund 598 - RESCUE FUND:						
TOTAL REVENUES		63,050.00	54,278.19	7,893.81	8,771.81	86.09
TOTAL EXPENDITURES		62,800.00	24,848.91	2,993.03	37,951.09	39.57
NET OF REVENUES & EXPENDITURES		250.00	29,429.28	4,900.78	(29,179.28)	11,771.7

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 597 RURAL URBAN FIRE BOARD FUND							
11/09/2022	13	407(E)	SPEEDWAY	OCTOBER FUEL	743.000	336.00	1,115.89
11/10/2022	13	99488	Alert-All Corp	SUPPLIES	740.000	336.30	613.00
11/10/2022	13	99494	Apparatus Central Repair	SERVICE	801.000	336.00	470.00
11/10/2022	13	99509	Frontier	ACCOUNT 989-197-0120-102914-5	922.000	336.00	62.67
11/10/2022	13	99515	GRATIOT COUNTY CENTRAL DISPATCH	CUSTOMER AFD	801.000	336.00	289.30
11/10/2022	13	99516	GREATIOT EMERGENCY SERVICES AUTH	SERVICES	801.000	336.00	688.75
11/10/2022	13	99536	Premier Safety	SERVICE	801.000	336.00	1,820.00
11/10/2022	13	99543	Standard Electric	CUSTOMER NUMBER 107627	740.000	336.00	119.52
11/10/2022	13	99544	Staples, Inc	SUPPLIES	740.000	336.00	4.25
11/10/2022	13	99545	Summit Companies	SERVICE	801.000	336.00	480.00
11/10/2022	13	99552	W.W. Williams	REPAIR	780.000	336.00	8,230.25
11/22/2022	13	99573	CULLIGAN OF ALMA	ACCOUNT 079426	740.000	336.00	194.93
11/22/2022	13	99606	Michigan Municipal League	POLICY #: 5001780-21	714.000	336.00	2,124.72
11/22/2022	13	99608	Michigan State Firemen's Assoc	2023 DEPARTMENT MEMBERSHIP	717.000	336.00	75.00
11/22/2022	13	99610	MSFA MEMORIAL AND EDUCATION	FALL FIRE SCHOOL - MSFA MEMBER - SNYD	715.000	336.00	90.00
11/22/2022	13	99626	TODD SNYDER	REIMBURSEMENT	715.000	336.00	107.50
				REIMBURSEMENT	746.000	336.00	123.33
				CHECK 13 99626 TOTAL FOR FUND 597:			230.83
				Total for fund 597 RURAL URBAN FIRE BOARD FUND			16,609.11

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 598 RESCUE FUND							
11/09/2022	13	407 (E)	SPEEDWAY	OCTOBER FUEL	743.000	336.00	79.76
11/10/2022	13	99515	GRATIOT COUNTY CENTRAL DISPATCH	CUSTOMER ADR	801.000	336.00	78.90
Total for fund 598 RESCUE FUND							158.66

**Alma District Fire Department
FY 2024 Projected Budget**

Expense Classifications	2022/2023	2023/2024
Personnel	\$318,000.00	\$319,500.00
Training	\$8,000.00	\$8,000.00
Operating Supplies	\$88,000.00	\$91,500.00
Contractual Services	\$25,000.00	\$25,000.00
Utilities/Communications	\$8,000.00	\$8,000.00
Insurance	\$18,000.00	\$12,000.00
Operating Budget	\$465,000.00	\$464,000.00
City of Alma Internal Service Charges	\$35,000.00	\$36,000.00
Capital Outlay *	\$0.00	\$800,000.00
Less:		
Capital Additions funded through fund balance	\$0.00	\$ (800,000.00)
Additional contribution for future apparatus replacement	\$50,000.00	\$50,000.00
Total Allocated to Local Units	\$550,000.00	\$550,000.00

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	52.28%	\$ 242,587	\$ 18,821	\$ -	\$ 26,141	\$ 287,549	\$ 71,887
Arcada Twp	7.86%	\$ 36,460	\$ 2,829	\$ -	\$ 3,929	\$ 43,218	\$ 10,805
Pine River Twp	16.34%	\$ 75,834	\$ 5,884	\$ -	\$ 8,172	\$ 89,890	\$ 22,472
Seville Twp	12.91%	\$ 59,882	\$ 4,646	\$ -	\$ 6,453	\$ 70,981	\$ 17,745
Sumner Twp	10.61%	\$ 49,236	\$ 3,820	\$ -	\$ 5,306	\$ 58,362	\$ 14,591
Total	100.00%	\$464,000.00	\$ 36,000	\$ -	\$ 50,000	\$ 550,000	\$ 137,500

Net Position of Rural Urban Fire Board

	2022	2021	2020
Net Investment in capital assets	665,358.00	693,262.00	750,829.00
Unrestricted	714,063.00	640,027.00	574,494.00
Total net position	1,379,421.00	1,333,289.00	1,325,323.00

* - Based on run data through 2021. Actual percentages will be calculated including 2022 in January once year end data is received.

**Alma District Rescue Department
FY 2024 Projected Budget**

Expense Classifications	2022/2023	2023/2024
Personnel	\$26,350.00	\$29,250.00
Total Personnel Budget	\$26,350.00	\$29,250.00
Manager Stipends	\$10,000.00	\$10,000.00
Training	\$3,000.00	\$1,000.00
Media Advertising	\$200.00	\$250.00
Materials/Supplies/Tools/Equipment	\$5,800.00	\$4,500.00
Uniforms/Safety Equipment	\$2,000.00	\$1,500.00
Fuel	\$1,250.00	\$1,500.00
Contractual Services	\$2,000.00	\$1,000.00
Utilities/Communications	\$2,000.00	\$1,000.00
Insurance	\$2,000.00	\$1,000.00
Total Operating Budget	\$28,250.00	\$21,750.00
City of Alma Internal Service Charges	\$3,200.00	\$3,500.00
Reserve for Future Capital Additions	\$5,000.00	\$5,000.00
Total Allocated to Local Units	\$62,800.00	\$59,500.00

Allocation of Fixed (Overhead) Costs

Local Unit	Cumulative Allocation %	Operating Expenditures	Internal Service Charges	Future Capital Reserves	Total	Annual Billing
Arcada Twp	16.67%	\$ 3,625	\$ 583	\$ 833	\$ 5,042	\$ 5,042
Pine River Twp	16.67%	\$ 3,625	\$ 583	\$ 833	\$ 5,042	\$ 5,042
Seville Twp	33.33%	\$ 7,250	\$ 1,167	\$ 1,667	\$ 10,083	\$ 10,083
Sumner Twp	33.33%	\$ 7,250	\$ 1,167	\$ 1,667	\$ 10,083	\$ 10,083
Total	100.00%	\$21,750	\$3,500	\$5,000	\$ 30,250	\$ 30,250

Allocation of Projected Personnel Costs

(Based on PY actual call volume) - will be billed based on actual cost incurred based on calls

Local Unit	Cumulative Allocation %	Salaries	Fringe Benefits	Other EE Expenses	Total	Projected Quarterly Bill
Arcada Twp	10.11%	\$ 2,428	\$ 506	\$ 63	\$ 2,996	\$ 749
Pine River Twp	22.51%	\$ 5,402	\$ 1,125	\$ 63	\$ 6,590	\$ 1,647
Seville Twp	38.98%	\$ 9,355	\$ 1,949	\$ 63	\$ 11,367	\$ 2,842
Sumner Twp	28.40%	\$ 6,815	\$ 1,420	\$ 63	\$ 8,298	\$ 2,074
Total	100.00%	\$24,000	\$5,000	\$250	\$29,250	\$7,313

Total Proposed Budget

Local Unit	Cumulative Allocation %	Non-Personnel (Fixed) Costs	Proj. Personnel Costs	Total
Arcada Twp	13.39%	\$ 5,042	\$ 2,996	\$ 8,038
Pine River Twp	19.59%	\$ 5,042	\$ 6,590	\$ 11,631
Seville Twp	36.16%	\$ 10,083	\$ 11,367	\$ 21,450
Sumner Twp	30.87%	\$ 10,083	\$ 8,298	\$ 18,381
Total				\$ 59,500