

**CLEARWATER FIRE COMMISSION
REGULAR MEETING MINUTES
FEBRUARY 22, 2023**

1. Call to Order: 6:00 p.m. – Clearwater City Hall

Council Member Vazquez called the Clearwater Fire Commission to order Wednesday, February 22, 2023 at 6:11 p.m. at Clearwater City Hall. Members present were Santos Vazquez, City of Clearwater, and Tom Plaggerman, Lynden Township. Scott Miller, Clearwater Township, was absent. A quorum was present. Also present was City Administrator Annita Smythe (via telephone).

2. Approve Minutes from January 31, 2022 Meeting

MOTION by Plaggerman to approve the minutes as presented, seconded by Vazquez, all voted aye. **MOTION CARRIED 2-0.**

3. Review Annual Report

- Smythe provided an overview of the Fire Chief's annual report. Calls in 2022 were up from 2021. Member Plaggerman stated that he had not received the 4th quarter calls report. Smythe will send that out soon.
- Smythe also noted that the department had added several new members since last year. Plaggerman asked if the department had any luck putting together a recruitment video, per our discussion last year. Smythe stated that she was not aware of a video but that members had gone door to door to conduct recruitment. Plaggerman asked if there was a brochure that was handed out. Smythe believes there is. Plaggerman asked for a copy, if one was used.
- Smythe also gave a brief overview of the 2023 budget, explaining that the budget split was not yet updated with 2022 call numbers. It will be modified before bills go out after the audit is finalized.

4. Discuss 2024 Budget Draft

- Smythe explained that this is a preliminary budget. It is intended to provide a basis for the townships' annual meetings in March. The draft includes an increase of about 4.2%.
- Member Plaggerman asked for a breakdown of what items were included in operating transfers. Smythe explained that the \$50,000 allocated for capital and the amounts allocated for the fire truck debt service are transferred out of the operating fund to the capital funds. She explained that there was also about \$16,000 transferred from operating supplies to cover costs of purchasing SCBA gear, as we did not get the FEMA grant that would have covered some of these costs. Plaggerman asked if the townships could get a report showing capital purchases along with a copy of the city's Capital Improvement Plan for the fire fund. Smythe will send these out. Member Vazquez also noted that bunker gear used to be paid for from operating supplies and has become a capital expenditure due to price increases.

5. Consider Hydrant Request from Lynden Township

Smythe suggested that Member Plaggerman work directly with the Fire Chief for this request. Plaggerman explained that they are planning to apply for a grant and just want a letter of support from the Fire Department. Smythe stated that if Plaggerman sends over a letter template, we will

get that completed for them. Plaggerman noted they have an example from Annandale and will send to the city.


6. Other Business

- Member Plaggerman asked if the Board wanted to set the next meeting date. Members' consensus was that there would not be another meeting in 2023 unless an issue arose.
- Members did not express a preference for the next annual meeting date. Member Plaggerman noted that the biggest need for the townships is to get a budget estimate prior to their March meeting. An annual meeting in January or February works fine.

7. Adjournment

MOTION to adjourn by Vazquez, seconded by Plaggerman, all voted aye. **MOTION CARRIED 2-0.**
Meeting adjourned at 6:35 p.m.

ATTEST



Annita M. Smythe, City Administrator