

**CLEARWATER FIRE COMMISSION
REGULAR MEETING MINUTES
JUNE 8, 2021**

1. Call to Order: 5:30 p.m. – Clearwater City Hall

Member Rose Thelen called the Clearwater Fire Commission to order Tuesday, June 8, 2021 at 5:35 p.m. at Clearwater City Hall. Members present were Member Rose Thelen from Clearwater Township and Member Tom Plaggerman from Lynden Township. City of Clearwater representative Kris Crandall was absent. A quorum was present. Also present was Fire Chief Ryan Pridgeon, Assistant Chief Mike Keller, and City Administrator Annita Smythe.

2. Approve Minutes from February 16, 2021 Meeting

MOTION by Plaggerman to approve the minutes as presented, seconded by Thelen, all voted aye. **MOTION CARRIED.**

3. Call Reports – 2020 and Q1-2021

- Members reviewed the annual call report from 2020 and the preliminary report for Q1-2021.
- Administrator Smythe explained that there was one call from 2020 miscoded to Clearwater Township that belonged to the City of Clearwater, so the report reflects this correction.
- Member Plaggerman noted that there were some corrections for the Q1-2021 report. He stated incidents 21012, 21053, and 21037, all on I-94, should be Clearwater Township rather than Lynden Township. Also, incident 21058 should be the City of Clearwater. Fire Chief Pridgeon agreed that these were errors that we will correct.
- Member Thelen stated that the Clearwater Town Clerk also noted some corrections, but she did not have a list. Smythe will coordinate with Clerk Jean Just to get those corrections.
- Pridgeon explained that the personnel entering the reports are new, but we will work with them to get better accuracy. All agreed that it was nice to get the reports quarterly so corrections could be made as we go rather than at the end of the year.

4. 2022 Proposed Budget

- Smythe stated that the proposed budget has not changed much since we last spoke and that there are not any large changes anticipated. She explained the city's budget timeline – staff present the proposed budget to the City Council in August, our preliminary budget and levy are adopted and certified in September, and the final budget and levy are adopted and certified in December.

5. Fire Contract Extension

Members present expressed that they thought the current contract was working well. They would consider extending it with some minor changes:

- They would like a detailed explanation of how the capital fund can be used included in the contract. Smythe gave an overview of the city's Internal Control Policy, which outlines the criteria for capital expenditures. It shouldn't be a problem to add these provisions to the contract.
- They would like the city to consider setting the budget for the upcoming year early in the year (February/March) because that is when the annual Township meetings are held to set their budget. They believe that the true-up provision protects the city if there are large variances

from budget in the following year. Smythe did not think this request would be a problem, as the staff completed a preliminary budget already for 2022 as a basis for discussion.

- All agreed that the attached maps showing the fire coverage area need to be revised to better clarify which entity is responsible for each section of I-94.
- There was discussion at the townships about the possibility of a multi-year, flat-fee contract, but the proposal does not have support from Township Board members. They prefer the current contract method of sharing costs. Smythe will discuss these proposals with the City Council at a future meeting and get their feedback.

6. Other Business

- Member Plaggerman asked if it would be possible to obtain expenditure information to explain the budget versus actuals for some recent years (2016-2020). He provided a worksheet that shows there should be a certain amount of cash reserves in the fire fund. Smythe explained that you need to look at both revenues and expenditures to determine surpluses. It is possible that expenditures came in lower because revenues were lower as well, necessitating cost cutting. It would not automatically mean there was a surplus. City staff will research the data we have for the years shown and provide more information at a future meeting.
- Members asked to have the run detail report for 2019, as it had not been received. Pridgeon will obtain that report for distribution.

7. Adjournment

MOTION to adjourn by Plaggerman, seconded by Thelen, all voted aye.
Meeting adjourned at 6:20 p.m.

ATTEST

APPROVED

Annita M. Smythe, City Administrator

Kris Crandall, Chair