LOOKING GLASS REGIONAL FIRE AUTHORITY

**7720 W. Grand River Hwy.**

**Grand Ledge MI 48837**

# Minutes of Looking Glass Regional Fire Authority Meeting

**February 19, 2025   
6:00 PM**

**CALL TO ORDER-**The meeting was called to order at 6:00 p.m.

**ROLL CALL-Board Members Present: Strahle, Adams, Clark, Hill, and Hufnagel. Tubbs absent with notic.**

**PUBLIC COMMENT-** None

**CORRESPONDENCE-** Update on grant status. Tom Barrett’s office noted that LGRFA is still in the running on the grant that originated under Elissa Slotkin’s office. This is the grant that would be $660,000 toward a new fire truck for LGRFA. Not expecting any feedback on this until May – September of this year.

**AGENDA APPROVAL**- **Motion by Strahle**, seconded by **Adams** to approve the agenda as amended to include additional items: Letter of engagement for Auditor and Approval of Budget amendments. - **Motion passed**.

**APPROVAL OF MINUTES-Motion by Adams**, seconded by **Tubbs** to approve the minutes of January 15, 2025, as presented. **Motion passed**.

**APPROVAL OF BILL PAYMENTS- Motion by Strahle**, seconded by **Hill** to approve the bill lists dated February 17, 2025, as presented. -  **Motion passed.**

**REPORTS**

**Chief’s Report**-

Asst. Chief **Kahler** noted the current status of staffing. New individuals are going out on rides as of this week. Have 5 individuals that are testing for promotion to captain. Still have 4 to 5 more openings based on retirements this year. Looking to possibly bring on a paramedic and then train them for firefighter duty.

Have been working with CSI to work on some nuisance repairs for the engine. Nothing serious that would keep it out of service. Plymovent exhaust parts are needed for repairs.

Conducted a training event with individuals from Clinton County. Will be working to clean up and organize the 2nd floor area. Would also like to use the area for a new entanglement training and get a sail out simulator for use as well.

Capitan **Hatfield** will be looking into doing this and will present to LGRFA what the training would entail.

Clark noted that he would like to have a discussion with Delta Township representatives to better understand how the reports from Accumed.

**CHAIRS REPORT- Clark** reported that it looks like LGRFA had a savings of about $35,000 to the 2024 budget. The audit is coming up soon. Discussion/Action item is on the agenda to get that started.

**EXEC/FINANCIAL** – Noted in Chairs Report.

**FACILITY/EQUIPMENT COMMITTEE REPORT**- Drains in the Aparatus room were sprayed out as there were a few that were plugged with debris. Facilities Committee will contact sources for quotes for cleaning out the pit which this debris from the drains collects. Possibly a preventive maintenance item to perform clean out each year.

Need to find possible sources to to quote the patching and improvement of the floor in the area around the apparatus room drains. Starting to see cracks and portions of the floor come loose.

Speaker removal on the outside of the building was to be removed. May still be waiting for improved weather to take it down. Firefighters at the station will remove this when the weather improves.

**DISCUSSION/ACTION ITEMS**

1. Discussion/Action: Notifying Townships of historical percentages and percentages of each township related to funding cost for FY 2025. - . Motion by **Adams** seconded by Strahle to authorize the chair to send a letter to the townships indicating the historical percentages and noting the respective percentages for each township for Fiscal Year 2025. - **Motion Passed.**

1. Discussion/Action regarding website improvements. **Hill** asked for imput on what documents should be available on the LGRFA website. Discussion was that the monthly minutes as well as agendas should be included. Also it was noted by Clark that we should include a yearly report as well. LGRFA will work with Delta to develop what should be on a basic summary or year end report to include on the website. Hill to follow up and report items that are added to the website. – **No Action**
2. Discussion/Action: LGRFA Record Keeping. Discussion regarding purchase of a laptap computer for storing LGRFA files for Agendas, Reports, Minutes and other info. **Hill** noted that with the issues we have had in 2024 that it might be a good idea to look into the possibility of using a different source for our website. . Further investigation is needed on this item prior to making any changes. **- No Action**
3. Discussion/Action: Letter of Engagement for Auditor. Motion by **Hill** seconded by **Hufnagel** to have the LGRFA Chair sign a letter of engagement to initiate the 2024 audit with Siegfried Crandall PC. – **Motion passed.**
4. Discussion/Action: Budget Amendments Approval – Motion by **Hill** seconded by **Strahle** to approve the budget amendments as noted on document dated February 17, 2025. – **Motion passed.**

**PUBLIC COMMENT**- **None**

**ADJOURNMENT**- **Meeting adjourned at 6:54 PM**

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Date Approved , Secretary