

APPROVED GALESBURG CHARLESTON JOINT FIRE BOARD MEETING MINUTES  
MEETING DATE August 16, 2023

Meeting called to order at 7:07 PM by Chris Balkema

Attendance: Josh Balkema, Chris Balkema, Ann Nieuwenhuis, Roger Frazee, and Assistant Fire Chief. No public in attendance

Run Report Stats: 51 Runs: 20 Charleston, 23 Galesburg and 8 mutual aid, some were active structure fires. Chris moved to approve, seconded by Roger, 4 ayes, motion passes.

Approval of last meeting minutes: Motion to approve Roger, 2<sup>nd</sup> Josh and 4 ayes, motion passed. Approved minutes will be posted on to the website.

---

Treasurers Report:

Beginning Balance: \$190,591.94 with an ending balance of \$188,174.37.

Chief's Report: Still working on current grant and double checking so all information is included in the application.

Chest compressor apparatus has a temporary head and there will be a cost for this purchase that we need to cover; but insurance will cover all the replacement pieces and or repairs. May take awhile to get it up and running properly.

MMFR class will start September and end mid-November. Three fire fighters are enrolled.

Distributed two applications for new fire fighters; waiting for the applications to be returned.

Motion to accept Fire Chief's monthly report by Ann, 2<sup>nd</sup> by Roger, 4 ayes, motion passes.

MI Fire Grant-no notification yet; Chief is still working on the AFG grant.

Budget Update

We are working on verifying deposits from both municipalities, Charleston is correct; waiting for a response from Galesburg.

Budget sheet is off by \$600, may need to make an adjustment

Budget 2022-2023: accept budget revision 1<sup>st</sup> by Chris, 2<sup>nd</sup> by Ann, 4 yes, motion passes.

Remove pager repair money to equipment line item, 1<sup>st</sup> by Chris, 2<sup>nd</sup> by Roger, 4 ayes. Motion passes.

Move to reconcile budget description to agree with Treasurers report. 1<sup>st</sup> Chris, 2<sup>nd</sup> Ann, 4 ayes. Motion passes.

Overhead door repair still needs to be completed.

Old Business: Assistant Fire Chief addressed Galesburg Council on monthly run stats.

---

Ambulance Update: Galesburg did not sign the contract with Ambulance provider Life EMS, Charleston will review contract at next months meeting.

Galesburg has requested that the Fire Board estimate the actual maintenance and repair costs for the fire station. A motion was made by Ann that indicates that the JFB members are not qualified to make estimates for future maintenance and repair. 1<sup>st</sup> by Ann, 2<sup>nd</sup> by Chris, 4 ayes; motion passes.

The Fireboard reviewed our policy and record keeping on Board agenda and minutes. A motion was made by Ann, 2<sup>nd</sup> by Josh to use a digital scan for proper record keeping. 4 ayes, motion passes.

Equipment needs. Ann asked to have the issue of safe conference room chairs be addressed. The current chairs were donated to the fire department 15 years ago. The chairs need to be replaced. Ann and Chris will work on finding someone who can donate before purchasing new ones.

Meeting to adjourn made by Ann, 2<sup>nd</sup> by Chris with 4 ayes, motion passes and the meeting adjourned at 8:30 pm.

Respectfully submitted by Ann Nieuwenhuis, Secretary of the Galesburg-Charleston Fire Board

JFB Meeting Minutes Draft

Meeting 10/18/2023

Meeting called to order 7:00 PM

Attendance: Chris Balkema, Josh Balkema, Kevin Roomsburg, Roger, Carol Wortinger

Public Comment – No Public Present

Approval of last meeting minutes: Motion to approve Chris, Josh 2<sup>nd</sup> All Ayes

- Need to update why we went into closed session
- Missing Unit # for truck that required service (#1041)

Run Report: 20 Charleston, 18 Galesburg, Mutual Aid 2, Total 40 Motion to approve Josh, Chris 2<sup>nd</sup> All Ayes

- 
- Incident #2023-380 Incident type needed to be corrected to 321, mistakenly labeled 322

Treasurers Report:

Beginning balance \$168,693.20 with an ending balance of \$181,893.23 Motion to approve Chris, Roger 2<sup>nd</sup> All Ayes

- Item of note:
  - o JFB received a \$150.00 donation from the Custers Last Stand race – Randy Rice monitored the race for them.

Chiefs Report:

- Homecoming parade went well 10/06, Fire Dept assisted with parking coordination
- Fire prevention with 2<sup>nd</sup> graders went well this week
- Bruce will be going back to teach fire prevention to the pre-schoolers as well
- MFR class is going well for one candidate Seth
- MI Grant needs more paperwork yet:
  - o Requires a procurement policy – JFB will need one
  - o Josh moves to permit chief to adopt a policy, Chris Seconds All Ayes
- Unit #1061 and Unit #1021 received new LED headlights
- Unit #1041 received new batteries
- Still waiting on 6x6 parts – they were expected by 9/28, no updates

Motion to approve chiefs report Chris, Roger 2<sup>nd</sup> All Ayes

No website update

Chris is currently working on budget and audit

- Budget shows Galesburg still owes JFB \$39,000 +/-
- Audit is still on schedule for 2/1/24

Fire fighter retention no update

Equipment update – covered in chiefs report

Building update – OHD still requires repair

Galesburg city counsel meeting went well – Bruce was present

Legal update :

- Ordinance has been changed to reflect permissible inspections not mandatory
- JFB lawyer Kevin has left his previous firm, offered new paperwork to retain him as JFB Lawyer. Will require counter signature by Ann Niewenhius
  - o Roger Moves to keep Kevin as JFB lawyer, Mrs Carol Wortinger 2<sup>nd</sup>, All Ayes

Alternates

- Charleston approved Brian Moravek to be sworn in
- Galesburg appointed Judy Lemon as alternate

---

Fire fighters breakfast moved to 10/21

Chris will not be present in November's Meeting 11/23

Chair replacements for meeting room:

- Tabled for next meeting, JFB would like to review pricing if donations are not available before making a motion to replace existing chairs.

Public Comment – No Public Present

Members Comment – No Comment

Motion to adjourn meeting 8:07 PM Chris, Roger 2<sup>nd</sup> All Ayes