

Portland Area Fire Authority

773 E Grand River Ave
Portland MI 48875

Minutes of the meeting of the Board of Directors of the Portland Area Fire Authority (Authority)
Monday, August 13, 2012, 773 E Grand River Ave, Portland MI.

Present: Mark Ackerson, Jerry Tiemann, Steve Smith, Dick Pohl, Steve Fabiano, Kathy Parsons

Guests: Chief Dave Brown, Doug Logel, Julius Platte, Gary Reisbig

Meeting was called to order at 7:00 pm by Mr. Tiemann as location host. Mr. Tiemann facilitated the first order of business: election of officers.

Mr. Ackerson nominated Mr. Fabiano to serve as Chair of the Board. Steve agreed to serve if elected. Mr. Smith supported. **Motion carried without objection.**

Mr. Tiemann nominated Mr. Pohl to serve as Vice-Chair. Mr. Fabiano supported. **Motion carried without objection.**

Mr. Ackerson nominated Ms. Parsons to serve as Secretary. Mr. Smith supported. **Motion carried without objection.**

Mr. Tiemann nominated Mr. Ackerson to serve as Treasurer. Mr. Smith supported. **Motion carried without objection.**

Mr. Pohl moved to adopt Roberts Rules of Order as rules governing the Board. Mr. Fabiano supported. **Motion carried without objection.**

A number of immediate issues were identified as needing to be addressed right away.

1) Banking

- a) Mr. Tiemann moved to use Huntington Bank of Portland as depository for receipts and bills as needed. Mr. Smith supported. **Motion carried without objection.** The Treasurer will complete the process once an EIN and Resolution copy were obtained.

2) Insurance

- a) Mr. Fabiano reported that because of the timing of the setting up of the Authority, the City of Portland's insurance on the vehicles and equipment needed to be paid August 1st to maintain coverage without lapse. This payment is good for one year and is not refundable to the City. The Treasurer will determine the amount of premium needing to be reimbursed to the City for this coverage.

3) Employment of Chief and Firefighters

- a) Mr. Tiemann moved to ratify the employment of Mr. Brown as Chief, and the employment of the current roster of firefighters per the Agreement. Mr. Smith supported. **Motion carried without objection.**

4) Budget

- a) Mr. Tiemann moved that the Board should temporarily adopt the sample budget provided by the City until the budget work is completed by a future committee. Mr. Ackerson supported. **Motion carried without objection.**

- b) Discussion was had with Chief Brown about how products and services are currently obtained, how bills and invoices are paid, current policies on purchasing authority, etc. Mr. Smith moved to direct the Treasurer to apply for 2 credit cards for a combined total limit of \$500 a month, with first preference for issuance to the positions of Chief and Assistant Chief, but if that is not allowed by the bank, then in the name of Dave Brown as Chief and Doug Logel as Assistant Chief. Previous procedures would remain in place until Policies and Procedures are adopted by the Board. Mr. Ackerson supported. **Motion carried without objection.**

- c) Mr. Tiemann asked when the Board should invoice the City and Portland and Danby Townships for their first payments to be made as soon as practicable to fund short term operations. Ms. Parsons said the City's next Council meeting is August 20th, and asked Mr. Tiemann and Mr. Pohl when their next appropriate meetings are. Mr. Tiemann reported Portland Township's is September 12, 2012, and Mr. Pohl reported Danby Township's is August 30th. Discussion then centered on the amount to invoice. Mr. Ackerson developed a formula based on the funding mechanism in place before the agreement, as the first invoice will cover services already rendered. Mr. Tiemann moved in invoice both townships immediately for their first payments, and invoice the city immediately, asking they send the full amount requested, and when deductible expenses are known, to invoice the authority separately. Mr. Ackerson supported. The schedule of requested funds developed is:

Municipality	Amount requested	Funding formula percentage
City of Portland	\$21,059.98	38.50%
Portland Township	\$20,906.82	38.22%
Danby Township	\$12,734.45	23.28%

Motion carried without objection. Mr. Ackerson and Ms. Parsons will develop an invoice form and send the invoices as soon as possible.

5) Committees

[Four] committees were identified to begin work on immediate needs. Ms. Parsons described a work plan process that has worked well on several committees on which she has served to identify essential committee goals, keep committee members on track, and provide accountability to the Board for completion of the work. She distributed sample worksheets to use as a guide. Consensus was to adopt the work plan process for committees. Committees needed to start work immediately are: Insurance, Budget and Policies and Procedures [and] Personnel Policies.

- a) Insurance. Ms. Parsons volunteered to chair this committee. Mr. Pohl and Mr. Tiemann will also serve. Goals are to identify Workers' Compensation, General Liability, Commercial Auto Directors & Officers Liability, and Bonding of the Treasurer needs, gaps, and develop a Request for Proposal to fill gaps and needs.

- b) Budget. Mr. Ackerson will chair this committee, and Mr. Fabiano and Mr. Tiemann will also serve. This

committee's goals are to develop a forward-looking budget.

- c) Policies and Procedures. Mr. Tiemann will chair this committee, and Ms. Parsons and Mr. Pohl will also serve. This committee will investigate and propose a Policies and Procedures manual to govern work flow and responsibilities of the board, including but not limited to invoice payment and purchasing procedures, general operating policies, anti-discrimination policies, etc.
- d) Personnel. Mr. Fabiano will chair, joined by Mr. Smith and Mr. Ackerson, along with the Chief, a Personnel committee to develop and propose policies governing Personnel matters.

Other matters agreed upon by consensus included investigating changing over phone service to a Broadband based server, Mr. Tiemann generously offered the use of the Portland Township Hall as a permanent meeting place for the foreseeable future if desired. Members will bring calendars to the next meeting to make more long-range plans for regular meetings. Committee chairs will also bring completed workplan worksheets for their committees to the next meeting.

Meeting adjourned at 8:33 pm.

Next Meeting: Monday, August 27, 2012 at 7:00 pm at the Portland Township Hall.

Respectfully submitted:

A handwritten signature in cursive script that reads "Kathy Parsons". The signature is written in black ink and is positioned above the typed name.

Kathy Parsons, Secretary.