



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

Meeting of the Board of Directors of the Portland Area Fire Authority (Authority)
Monday, August 27, 2012, 773 E Grand River Ave., Portland, MI

Chair Fabiano called the meeting to order at 7:05 pm. The Pledge of Allegiance was said by all attending.

Roll Call:

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

Guest: Chief Dave Brown, Assistant Chief Doug Logel, Mr. Don Remboski

Public Comment:

- ^ Doug Logel mentioned that Engine 1 is close to being out of service with a pump issue with a potential high cost to repair. Estimate is forthcoming to the Chief upon further investigation of scope of the problem.

Approval of Agenda:

- ^ Mr. Smith moved to adopt the agenda as presented. Mr. Ackerson supported. **Motion carried without objection.**

Approval of Previous Meeting's Minutes:

- ^ Mr. Fabiano suggested two clarifications to the number and name of the four committees. Mr. Ackerson moved to approve the minutes of the previous meeting of the Board as corrected. Mr. Smith supported. **Motion carried without objection.**

Approval of Bill Payment: None presented for action.

Correspondence:

- ^ Mr. Ackerson reported that Huntington Bank has informed him of the procedures for accounts. All business will be conducted electronically, and all banking will be done through their Grand Rapids office. An account for long-term savings and an operating account with 2 credit/debit cards, one for the Chief and Assistant Chief will be issued without service fees. All board members are signatories with signature of two members of the Board for all checks will be required.

Financial Report:

- ^ Bills have been distributed to the three municipalities, who have all indicated action will be taken at their next available meetings.

Mr. Pohl arrived at 7:24 pm.

New Business - Discussion/Action Items:

- ^ The Board currently meets semi-monthly to get started. Discussion was had of amenable dates and times for future meetings of the Board. The consensus was that the second Monday of each month beginning with October 8th through the end of the Fiscal Year in June, 2013 worked for everyone, including the Chief and Assistant Chief. Mr. Ackerson moved this schedule. Mr. Pohl supported. **Motion carried without objection.** Secretary will publish the meetings.

Committee Reports:

- ^ Insurance:

Ms. Parsons reported that she had been in touch through a flurry of emails with Ms. Dale Eaman of MML's insurance plan. Temporarily, endorsements have been added to the City's plan to cover the Authority as a stopgap for General Liability, Property and Auto insurance, and that because an entire department would be removed from the City's policy, the City may be refunded for their premiums for the Authority accordingly. In any case, new Worker's Compensation coverage must be obtained by the Authority directly because of the Bureau of Worker's

Compensation rules governing new entities.

Ms. Parsons recommended that the MML be contracted to carry all of the Authority's insurance for this fiscal year, in the name of continuity, and that the upcoming year be taken to develop a Request for Proposal for a package of insurance from the market at large. Mr. Fabiano asked the group whether the coverage be presented for quote now, as he was familiar with other companies that included risk management and training materials in their coverage. Ms. Parsons indicated that a risk management program was also included by MML. After discussion, consensus was that in light of time constraints for obtaining Worker's Compensation coverage immediately, that the entire package be written with the MML this year and sent out for proposal for the next year. Mr. Ackerson moved to place all of the Authority's insurance for this fiscal year with MML and prepare an RFP for the open market in the spring of 2013. Mr. Tiemann supported. **Motion carried without objection.**

Policy & Procedures:

- ^ Mr. Tiemann reported that City of Lowell and Looking Glass Fire Authority have sent copies of their Board Policies for review by the committee. These will be under review for the next committee meeting.

Budget Committee:

- ^ Actively meeting, including continuation after the Board meeting. Ms. Parsons will forward quotes for insurance by email for inclusion in their budget projections as soon as available from MML

Personnel: Meeting scheduled soon.

Board Comments:

- ^ Mutual aid contracts and lease with PAMA need to be set up. Mr Pohl will work up a lease as ranking officer on the PAMA board, and Mutual Aid contracts will be discussed in the Policy & Procedures committee.
- ^ Mr. Ackerson reminded that the first meeting of September will be a meeting with the department members.

Public Comment:

- ^ Mr. Remboski asked if an above-ground flammable-liquid tank was found by a resident, to whose attention should it be directed. He knows of an uncontained tank that should be a looked into. Mr. Fabiano directed him to the State Fire Marshall's office.

Mr. Ackerson moved to adjourn, Mr. Smith supported. **Motion carried without objection.** Meeting adjourned at 7:38 pm.

Next meeting: Monday, September 10, 2012 at 7:00 pm at the Portland Township Hall.

Respectfully Submitted,



Kathy Parsons, Secretary