



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, September 10, 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, Dick Pohl

Guests: Chief Dave Brown, Assistant Chief Doug Logel, Mr. Don Remboski, Members of the Fire Authority

Public Comment:

- ^ Asst. Chief Logel informed the board of the upcoming open house for Bob Schalow, who retired from the department. The open house will be September 30 from 3 to 6 pm. All are invited.
- ^ Members were invited to share their questions and concerns for the future with the Board. Questions included
 - ^ How will the budget address unspent funds from year to year. Board members indicated that this will be addressed throughout the budgeting process in the next few weeks.
 - ^ Changes in how vehicles will be funded. Board member Tiemann gave an overview of how it was done under the City, and that the general direction of the budget process will differ in putting money aside for future major purchases of vehicles and equipment. Board members emphasized the partnership between members of the Department and the Board in long term and short term planning. Members were encouraged to join the process.
 - ^ Minor vehicle maintenance will be addressed in the budget
 - ^ The possibility of changing payments from semi-annual to quarterly were discussed. The Board had no objection to the change if it was warranted, and felt it may even be beneficial for planning purposes, but for logistics, it would need to be uniform for all members.
 - ^ Members shared concerns about normal attrition within the department, and the difficulties they have found in recruitment of new members. Community outreach and increased visibility, advertising, using the website, were some of the ideas discussed. The Board will keep improvement of recruitment in mind during the budget process.

Approval of Agenda:

- ^ Mr. Tiemann moved to adopt the agenda as presented. Mr. Smith supported. **Motion carried.**

Approval of Previous Meeting's Minutes:

- ^ Mr. Smith moved to approve the minutes of the previous meeting of the Board as corrected. Mr. Ackerson supported. **Motion carried.**

Approval of Bill Payment: None presented for action.

Correspondence:

- ^ Mr. Ackerson reported that he has received the tax payment fobs and debit cards from Huntington Bank, along with the original resolutions for our records.

Financial Report:

- ^ None

New Business - Discussion/Action Items:

- ^ Interim Budget:
Ms. Parsons distributed a short-form Interim Budget, which was the City's last approved budget for the Fire Department showing the last column only, plugging in the projected costs of insurance per quotes received. Mr. Pohl moved to adopt an interim budget of \$218,805, returning the line items for insurance to their amounts adopted by the City previously. Mr. Ackerson supported. **Motion carried.** The interim budget will be distributed to the municipalities for action at their next available meeting.
- ^ Asst. Chief Logel distributed a preliminary estimate for repair of Engine 1's pump at \$3,275, and testing and routine maintenance for units E11, T9 and E1 of \$5,317.50. Mr. Ackerson moved to order the service and pay the bill once the interim budget is approved by the municipalities. Mr. Smith supported. **Motion carried.**
- ^ Ms. Parsons reported that Workers' Compensation Insurance has been secured through MML effective 9/7/2012. The bill was distributed and may be paid in installments. The quote for liability and auto was

distributed. Some Board members questioned the rates for both workers' comp and auto and liability. Ms. Parsons explained the loss of scale and available credits when one piece is broken out from an entire municipality, and the rate available from MML for workers' comp less than state base rates. She also explained the high Experience Modification based on prior loss history. Ms. Parsons relayed an alternate option for the Auto saving over \$500 a year to adopt a \$1000 vehicle deductible.

Mr. Fabiano asked Ms. Parsons is she received a commission or remuneration for arranging for the insurance, and she indicated that far from receiving anything, she has lost about 10 hours away from her work arranging the coverage, and she has no contractual relationship with any company that writes municipalities.

Mr. Ackerson moved to pay one installment of the workers comp and liability and auto when the interim budget is approved by the municipalities, adopt the \$1000 vehicle deductible, and direct the Insurance Committee to seek estimated cost of coverage with another carrier, extending to quoting agents that coverage could possibly be written as early as January. Mr. Tiemann supported. **Motion carried.**

- ^ The need for a website was discussed, giving many advantages for disseminating information to the public, recruitment of members, etc. Ms. Parsons distributed a quote for web and email hosting from Network Solutions of between \$9.29 and \$27.00 a month depending on the scope of service needed. She also discussed rates available for more basic service at \$6.50 a month, but did not include forward-facing, forwarding email, protecting identities of Board members and members of the department. Board members expressed strongly wanting the forwarding email arrangement. Ms. Parsons volunteered to maintain the site. Mr. Smith moved to authorize Ms. Parsons to obtain hosting and email services as appropriate, up to \$20 a month. Mr. Tiemann supported. **Motion carried.** After discussing available website names, consensus was to name the site www.portlandfiremi.com.

Committee Reports:

- ^ Insurance:
See new business above.
- ^ Budget Committee:
None.
- ^ Personnel: Meeting scheduled soon.
- ^ Policy: Meeting scheduled soon.

Board Comments:

- ^ None

Public Comment:

- ^ Mr. Remboski asked the Board the process going forward to obtain burning permits. Chief Brown informed Mr. Remboski and the Board that for now, the City has agreed to take applications as they have in the past, pending issues with switching phone service. Instructions then will appear on the website.

Mr. Ackerson moved to adjourn, Mr. Pohl supported. **Motion carried.** Meeting adjourned at 8:59 pm.

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

Respectfully Submitted,



Kathy Parsons, Secretary