



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

[Draft 9/24/2012] Meeting of the Board of Directors of the Portland Area Fire Authority (Authority)

Monday, September 24, 2012, 773 E Grand River Ave., Portland, MI

Chair Fabiano called the meeting to order at 7:00 pm. Pledge of Allegiance was said by all attending.

Roll Call:

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

Guests: Chief Dave Brown, Assistant Chief Doug Logel

Public Comment: None

Agenda Approval:

- ▲ Mr. Pohl moved to approve the agenda as presented. Mr. Tiemann supported. **Motion carried.**

Approval of Previous Meeting's Minutes:

- ▲ Mr. Ackerson moved to approve the previous meeting's minutes as published. Mr. Smith supported. **Motion carried.**
- ▲ Approval of Bill Payments: Mr. Ackerson discussed the bills for interim service from the City of Portland for July and August, 2012, as well as the MML liability, property and auto insurance. Mr. Tiemann moved to pay \$4506.61 July, and \$4208.74 August to City of Portland, and the MML fee and pool policy installment when the interim budget is approved by Danby Township. Mr. Smith supported. **Motion carried.** Ms. Parsons will deliver the payments to the Portland City Manager and mail the payment to the MML.

Correspondence:

- ▲ Two proposals were received to date for accounting services. There are still a couple of days left to the deadline. Proposals will be awarded at the next meeting.

Financial Report:

- ▲ Mark distributed the account activity to date. Ms. Parsons moved to accept the financial report. Mr. Pohl supported. **Motion carried.**

NEW BUSINESS – DISCUSSION/ACTION ITEMS

- ▲ Credit Card issuance:
 - Mr. Ackerson distributed the debit cards to the Chief and Assistant Chief. Mr. Ackerson moved to adopt an interim policy for card use, i.e., the Chief and Assistant Chief will administer a joint \$500 monthly limit for unforeseen expenses, day to day operations, fuel, etc. Receipts, along with the accounts to be charged will be kept and presented monthly. In emergencies, the card may be replenished on application to the treasurer, who will seek support from one other board member. These proceedings will serve as policy until a Manual is published. The Chief and Assistant Chief acknowledged the interim policy herein. Mr. Tiemann supported. **Motion carried.**
 - Chief Brown and Assistant Chief Logel will secure a gas card account from an appropriate company for fuel, and secure accounts for purchases at appropriate vendors.
- ▲ Maintenance – snow removal:
 - Mr. Fabiano will discuss with the city manager arranging removal in consideration of utilities.
- ▲ Workmen's Comp Ins. – Secured and installment paid
- ▲ Property & Liability Ins. – Secured and installment to be paid this week.
- ▲ Website
 - Ms. Parsons reported that a one-year pre-paid installment would save approximately \$60 the first year, and cost approximately \$156. She volunteered to pay for the charge in advance to get the site started and seek reimbursement in future from the Authority. Mr. Smith moved authorize reimbursement up to \$156. and have Ms. Parsons sign up and be reimbursed. Mr. Pohl supported. **Motion carried.**

Committee Reports:

▲ Insurance

- Ms. Parsons reported all required coverage is secured and installments paid to date.

▲ Policy & Procedure

- Mr. Tiemann mentioned he will be unavailable for the next meeting as will Mr. Smith and Mr. Pohl. Consensus was to move the meeting to the next available date of 10/10 at 5:30 pm. The secretary will post the change of meeting at the Portland City Hall and email Mr. Tiemann and Mr. Pohl copies of the post to place at their respective township halls.

▲ Budget

- No report

▲ Personnel

- Job descriptions and personnel policies are being researched and drafted. Next meeting is Sunday, September 30, in the fire hall. The Chief and Assistant Chief discussed scenarios for planning where the Department needs specific policies. Current work rules will remain in place until policies are promulgated.

Board Comments: None

Public Comments:

- ▲ The Chief reported Alert Emergency Equipment has gone out of business. They were a major supplier of equipment and services for the Department. The Chief and Assistant Chief will research alternate vendors and apply for accounts as appropriate.
- ▲ Chief Brown asked the Board to issue a proclamation honoring Bob Schalow on his retirement. Ms. Parsons will arrange for the proclamation and let the Board know when it is available for signature prior to the party on the 30th.

Adjournment Ms. Parsons moved to adjourn at 8:03 pm, Mr. Fabiano supported. **Motion carried.**

Next Meeting (note change): Wednesday, October 10, 2012 at 5:30 pm at the Portland Township Hall.

Respectfully submitted:



Kathy Parsons, Secretary