



Portland Area Fire Authority

773 E Grand River Ave
Portland MI 48875
517-647-2935

Minutes of the Regular Board Meeting
Monday November 12, 2012 - 7:00 PM 773 E Grand River, Portland.

Call To Order – 7:00 pm. The Pledge of Allegiance was observed.

Roll Call –

Present: Steve Smith, Steve Fabiano, Mark Ackerson, Dick Pohl, Jerry Tiemann, Kathy Parsons
Guests: Patti Schafer, Chief Dave Brown, Asst. Chief Doug Logel Sr.

Public Comment

Mr. Fabiano introduced Patti Jo Schafer as our new accountant. Ms. Schafer of Countryside Accounting introduced herself and that she was looking forward to working with us.

Agenda Approval

Mr. Smith moved to approve the agenda as published. Mr. Pohl supported. **Motion carried.**

Approval Of Minutes

Mr. Ackerson moved to approve the minutes as presented. Mr. Tiemann supported. **Motion carried.**

Approval Of Bill Payment

Ms. Schafer distributed a list of bills currently outstanding for November. Previous bills were sent to the City prior to November 1st. Mr. Ackerson provided a stamp to the Chief, who will review bills and approve and code bills and pass them along to Ms. Schafer. Mr. Tiemann moved to approve payment of bills as presented. Mr. Pohl supported. **Motion carried.**

Correspondence

Chief Brown provided a written report of the month's activities of the department, including run reports and a list of donated equipment. Chief Brown asks in the report for approval to contract for some hose and coupling to replace units that failed the hose test. Also, Chief Brown asked for authorization to include training pay for two new Department members who have passed their first training. This would be a part of the regular December disbursement to members. Mr. Fabiano asked if we should amend the agenda to include these requests for funds. Ms. Parsons moved to amend the agenda to include these action items for hose replacement and training pay, placed under New Business. Mr. Tiemann supported. **Motion carried.**

Financial Report

Ms. Schafer reported that the October report will be forthcoming when the bill from the City is received and processed. The month-end bank statement shows no activity since the last report. Danby Township and City of Portland's second-quarter payments are received but not yet deposited.

Mr. Ackerson has not heard back from the Municipalities about direct-deposit. For future consideration, Mr. Ackerson asked Board members to begin consideration of an investment policy. Mr. Pohl and Mr. Tiemann volunteered their Townships' current policies for research and will forward to Mr. Ackerson.

Committee Reports:

- Insurance - None
- Policy & Procedure - None
- Budget –
- Mr. Ackerson presented and explained the interim budget and proposed final budget for 2012-2013.
- Personnel – See new business.

Old Business:

- Contract With Countryside Accounting was signed this evening.

New Business:

- Bonus Check For Bob Schalow** –
- The bonus was paid by the City and will be included in their final bill.
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●**Budget Approval –**

Mr. Pohl moved to adopt the proposed 2012/2013 Department budget and forward to the Municipalities for their ratification. Mr. Tiemann supported. **Motion carried.**

●**Snowplowing Agreement With City –**

Mr. Fabiano spoke with City Manager Dempsey, and the City will plow the parking lot and grounds in exchange for utility bill consideration. Mr. Smith moved to ratify the agreement, Mr. Tiemann supported. **Motion carried.**

●**Burn Permits –**

City Manager Dempsey was concerned about the transition. Chief Brown said WOW is in the process of setting up the voice mailbox. Personnel have been taking permits when they are available. Discussion centered on who was responsible for making the policy. Interim policy will be to take calls Monday through Friday from 8 am to 4pm. A voice mail option will be dedicated solely to Burn Permits when personnel are unavailable.

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●**Kinoca Minolta Bizhub Proposed Purchase –**

Chief Brown reported that the City graciously offered a \$5.00 a month inclusive contract for use of their copier, which Chief Brown accepted. Board members felt this was generous, so no action will be taken on purchase of a redundant unit.

●**General Alarms For Ambulance Manpower –**

Regular run assistance from Fire Department personnel on loading or CPR or multiple patients are considered runs as appropriate to the department for the service provided. Further policy will be addressed.

●**Recommendations From Personnel Committee –**

Mr. Fabiano reported that it was the recommendation of the Personnel committee to adopt the Personnel Policy as distributed to Board Members earlier in the week, with grammatical changes to reflect gender-neutral language throughout. Mr. Smith moved to adopt the policy as presented with grammatical changes. Mr. Ackerson supported. **Motion carried.**

Personnel Committee recommended that the Fire Chief's position be posted and open for interview at the beginning of the year. Mr. Pohl moved to accept the recommendation. Mr. Smith supported. Discussion included whether the posting was internal or also to the public. Mr. Fabiano reported that it would be open. Interview board would also be open to public appointment. Ms. Parsons asked if the committee had minutes from the meetings for the record to support its recommendations. Mr. Tiemann reiterated that would be a good idea to have recommendations upheld by minutes of the committee to document discussion and rationale. **Motion carried.**

●**Chief's Requests for Future Expenses -**

Mr. Ackerson moved to accept the bid from Municipal Supply for the hoses and couplings needed. Mr. Smith supported. **Motion carried.**

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Mr. Tiemann moved to approve payment of \$400 each for pay for training for the two candidates in the regular December pay. Mr. Pohl supported. **Motion carried.**

Board Comments And Public Comment

None

Mr. Ackerson moved to adjourn. Mr. Smith supported. **Motion carried.** Meeting adjourned at 8:40 pm.

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

Respectfully submitted.



Kathy Parsons, Secretary