



Portland Area Fire Authority

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

Minutes of the Regular Board Meeting
Monday December 10, 2012 - 7:00 PM 773 E Grand River, Portland.

Call To Order – The meeting called to order at 7:05 pm. The Pledge of Allegiance was observed.

Roll Call –

Present: Steve Smith, Steve Fabiano, Mark Ackerson, Jerry Tiemann, Kathy Parsons Absent: Dick Pohl
Guests: Patti Schafer, Chief Dave Brown, Asst. Chief Doug Logel Sr., Nick Martin, Cory Czaika, Tim Krizov.

Public Comment

A department member asked where the board stood on posting the fire chief's position. Chair Fabiano indicated it is covered later in the agenda.

Agenda Approval

Mr. Ackerson moved to approve the agenda as published. Mr. Tiemann supported. **Motion carried.**
Mr. Ackerson moved to excuse Mr. Pohl. Mr. Tiemann supported. **Motion carried.**

Approval Of Minutes

Mr. Ackerson moved to approve the minutes of the previous meeting. Mr. Smith supported. **Motion carried.**

Approval Of Bill Payment

A list of bills and payroll were distributed. Ms. Schafer explained some of the items, including invoices from the City of Portland for bills it paid on the Authority's behalf until our processes were in service. Administrative fee and bill payment from the City ended October 31, 2012.

The supply of initial checks received from the bank is running low, and since the first priority is payroll, some bills approved tonight but not due until later in the month will have checks written when a new supply of checks comes in from the bank.

Chief Brown reported that training funds for the previous term were maxed out. Two trainings a month 2 hours each are allotted, currently, with additional allowed for out of town trainings. Mr. Ackerson said that a merit pay system should be looked at for next year. Chief Brown said he can develop a proposed plan for the future. Mr. Tiemann said it seemed a good idea for incentive for members to attend trainings. He asked if the bulk of the opportunities were for mandatory trainings for certifications. Chief Brown reported it was important training but not necessarily all for keeping credentials. Chief Brown will develop a plan.

Mr. Tiemann moved to approve payment of bills of \$14,861.75 and payroll in the amount of \$13,251.95 as reported. Mr. Smith supported. **Motion carried.**

Correspondence

none

Chief's Report:

Runs and training time was reported. Engine 1 has been returned from repairs. Additional repairs were needed, and testing and oil change were brought up to date. The bill is not received yet, but is expected to be more because when it was torn down, additional damage was found, as was provided for on the original estimate.

Radio replacement is awaiting suitable proposals from the vendor.

Firefighter Crist will retire January 1'st after 30 years.

Apollo Equipment estimate to replace obsolete O-Cutters at \$6200. The cost to replace parts due to the age of the unit is nearly as much. \$6200 was budgeted for their replacement. A back-up blade is reasonably available. The unit pump is still able to be used.

Lyons/Muir and Pewamo are purchasing new trucks presently, and making their old ones available for purchase. Both are in good shape. Members looked at them to potentially replace Engine 7, which is in need of major repairs that, because of its age, parts are hard to come by. Chief Brown distributed photos of the units for information. Lyons/Muir's truck has a few more miles, but has more equipment to go with it for between \$20,000 and \$25,000 inclusive. Pewamo's truck would come without any equipment. About \$500 or so more would be required to retrofit regardless. Lyons/Muir may be available in 3-5 months, Pewamo's not for 8 months. Both are in good shape and maintenance histories are known. Chief Brown is asking for

permission to begin negotiations for pricing. Mr. Ackerson moved to authorize Chief Brown to enter negotiations with both departments. Mr. Tiemann supported. Mr. Ackerson commented that new equipment purchased belongs to the authority, but selling equipment returns the income from sale to the City under the agreement. Mr. Tiemann commented that selling of newly purchased equipment would be charged back apportionally. Motion carried. Mr. Ackerson moved to amend the agenda to add purchase of an O-Cutter to New Business on the agenda. Mr. Tiemann supported. Motion carried.

Financial Report

Mr. Ackerson requested Ms. Schafer explain the financial report format and content. She presented a few ideas on what form the report should take. The balance sheet presented included a balance sheet and net income for the fiscal year to date. The report also included a Profit and Loss Budget vs Actual. Consensus of Board members was that this form was preferable. The treasurer keeps a per-Municipality breakdown and a detailed breakdown each month, and can answer Board member questions. Mr. Fabiano requested a copy of the breakdown each month as well.

Mr. Ackerson reported he has investigated interest rates available locally and in surrounding cities for an investment account. Flagstar offered the best rates at .25%, with .35% over target balances. The next best rate was .25% flat on the total balance. Will be discussed further when an investment policy is in place.

Committee Reports:

- Insurance – Ms. Parsons reported that the committee will meet soon to develop a request for proposal for 2013/2014.
 - Policy & Procedure – Mr. Tiemann's committee will meet soon, and will work on the investment policy first to have it available for the January meeting.
- Budget – No report in addition to New Business. The bottom line is the same, the budget merely includes income in the record.
- Personnel – Fire Chief's posting and job description referred to Old Business.

Old Business:

- Burn Permit Procedures. Chief Brown reported the phones are up and the new procedure is in place and on the website. Mr. Tiemann reported the new procedure is on their website, and it was on the City's newsletter.
- Fire chief's posting:
Description and sample posting was distributed and discussed, including timeline, and procedure for the interview board. Ms. Parsons asked why the Chief was not notified before the action was taken last month. Mr. Fabiano said the committee did not feel that was necessary. Mr. Tiemann said he had similar concerns. Mr. Smith stated the issue was discussed and the committee felt it was professional to not notify him. The procedure for developing the job description was also discussed. Ms. Parsons said she believed the interview board should be comprised of the entire Authority Board. Mr. Tiemann said that might be unweildy and slow down the process. Mr. Fabiano said he intended to recuse himself from the interview board because he has worked with potential applicants on departments before, and one of his employees may be an applicant. Mr. Ackerson said he, too, may have worked with some potential applicants, but not in a supervisory capacity. Mr. Smith said that the meetings would be open to the public, and if Board members wanted to observe, they may. Mr. Tiemann moved to appoint Ms. Parsons to the interview committee as the Board member at large. Mr. Smith supported. **Motion carried, with Four members voting yes, Mr. Fabiano voting no.** Mr. Fabiano stated he thought Ms. Parsons may have an agenda. Ms. Parsons assured him she did not.
- Job Description:
Mr. Tiemann moved to approve job description as presented. Mr. Smith supported. Member Krizov commented that when the Authority was formed, an objective of the Members was to continue improvement of the department. In a meeting attended by a majority of the Members, they were told the Board thought they were doing an excellent job, from chief on down. The members were not approached to let them know what was happening and the reason behind it, and some feel they were cheated. Mr. Martin said that from the day that he's been on the department it's always "Get rid of the Chief" and such from grumblers. He believed this action will erode morale among the members. He asked whether the qualifications requested in the job description are able to be met by anyone now on the department, and it made it look like the Board was trying to bring in outside people to be chief if no one on the department can meet the requirements. Mr. Smith said the Personnel Committee's reasoning was that the Community deserves to know they have the best leadership in the department possible. He said he understands morale issues and that the new board has to make decisions that make it the best department possible. Mr. Martin said he thinks that the Members don't feel they know what's going on any more; Chief Brown has gotten things better on the department, and the unknown is not helping morale. Mr. Smith said it takes time to assure the community is well-served. Mr. Krizov asked if it was because Chief Brown was originally appointed by the City that the board wants to get rid of him. Mr. Smith and Mr. Ackerson tried to assure the Members that was not the case. Ms. Parsons commented that perhaps the way it was handled last month, without any discussion with the Chief beforehand, and the Members afterward, has contributed to the misunderstandings on the department, in the community and on the Board. Mr. Fabiano said he disagreed; there was no need to discuss it with anyone. Mr. Smith said that the interviews will be open to the public. Mr. Martin asked if that included Members, and Mr. Smith assured him it was. **Motion carried.**

New Business:

- Mr. Ackerson recommended that to streamline paying of recurring bills in a more timely manner, that the Board authorize the Treasurer and accountant to automatically pay them each month. Mr. Tiemann moved to approve automatic payments of a contract entered into with a company, or is approved at the start for a recurring payment, including apparatus periodic maintenance, utilities or insurance, and that the board is advised each month in a timely manner. Mr. Ackerson supported. **Motion carried.**
- Check purchase:
Mr. Smith moved to purchase additional electronic checks needed to do Board business. Ms. Parsons supported. **Motion carried.**
- Savings Account tabled until an investment policy is in place as required by the bank.
- Budget Amendments:
Mr. Ackerson reported that the only proposed revision to the budget is to show income line items. No change to expense line items or the bottom line are proposed. Mr. Tiemann moved to adopt the budget revision adding income lines and propose the changes to the Municipalities, and to propose the identical budget for 2013/2014 to the Municipalities, for ratification. Mr. Ackerson supported. **Motion carried.**
- Purchase of Equipment:
Mr. Smith moved to authorize purchase of a new O-Cutter and needed fittings and couplings, and replacement blade if available, up to \$6,200 per the proposal from Apollo Fire Equipment. Mr. Ackerson supported. **Motion carried.**

Board Comments And Public Comment

Mr. Krizov asked Mr. Ackerson if he received the Danby Township newsletter sent out by the Township Supervisor, and whether he thought what was said was professional on his part. Mr. Ackerson said he did not think that was an optimal way to bring the department and community together. The Members agreed. Ms. Parsons said that it is important that the dissension and bad-talking from individuals against other municipalities stop as soon as possible so we can move forward in the best interests of the Department.

Mr. Ackerson moved to adjourn. Mr. Smith supported. Motion carried. Meeting adjourned at 8:35 pm.

Next meeting: Monday, January 14, 2013 at 7:00 pm at the Portland Township Hall.

Respectfully submitted.

