



Portland Area Fire Authority

773 E Grand River Ave

Portland MI 48875

517-647-2935

Wednesday, October 10, 2012, 773 E Grand River Ave., Portland, MI @ 5:30 pm

Call To Order – Pledge Of Allegiance

Meeting called to order at 5:35 pm.

Roll Call

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

Guests: Chief Dave Brown, Assistant Chief Doug Logel, Don Remboski

Public Comment

None

Agenda Approval

Ms. Parsons moved to approve the agenda as presented. Mr. Pohl supported. **Motion carried.**

Approval Of Bill Payment

Bills were presented for the website (\$129.53), and advertising for the authority (\$210.50). Mr. Tiemann moved to approve payment of bills as presented. Mr. Smith supported. **Motion carried.**

Approval of Previous Meeting's Minutes

Mr. Pohl moved to approve the minutes of the previous meeting of the Authority. Mr. Tiemann supported. **Motion carried.**

Correspondence

Chief Brown received and distributed a proposal from WOW for phone service for 3 phone lines including 5 voicemail boxes, for \$50.50 a month. Mr. Tiemann moved to authorize Chief Brown to contract with WOW as proposed. Mr. Ackerson supported. **Motion carried.**

Financial Report

Mr. Ackerson reported the first bank statements were received, and that the ending balance for the checking account was \$44,042.21 less transfer of \$500.00 to the Department debit card and outstanding checks, for a working balance of \$38,714.21. Bills will be sent to the Municipalities for the second quarter's service. Upcoming repairs and future expenses for personnel gear were discussed for planning.

New Business – Discussion/Action Items

Discussion/Action – Hiring Accountant

Mr. Fabiano distributed a grid comparing the three quotes received for accounting services as they related to the Request for Proposal. The proposal that most closely addressed all of the Authority's requirements was Countryside. Mr. Ackerson moved to contract with Countryside for accounting services per their proposal. Ms. Parsons supported. **Motion carried.** Ms. Parsons will notify all parties appropriately.

Discussion/Action – Personnel Committee Recommendation

Chief Brown reported that the Department members had decided to maintain the current payment time frames for this year for all. Further Personnel action was tabled pending completion of the committee's work.

Discussion/Action – Lease Agreements

Mr. Pohl presented drafts for 2 leases, one for personnel equipment and one for the building. It was determined that the Governing Agreement transferred ownership of the equipment to the Authority, and that lease was not needed. Further study of the building lease is needed. Action tabled.

Mr. Tiemann moved to pay the Authority's lease payment of \$1.00 for the term of the current Governing Agreement. Mr. Pohl supported. **Motion carried.**

Committee Reports

Insurance

Ms. Parsons reported that the insurance agent for the Authority further pressed the issue of the Worker's Compensation Experience Modification with the company, and a physical audit of the paper claims files found that one claim had been misapplied as belonging to the Fire Department, and they have adjusted the Experience Mod downward. The premium credit will be applied to future bills.

Policy & Procedure

No Report.

Budget

Mr. Ackerson reported that when he has worked with the new accounting service and as more bills come in, the budget committee will have a better idea of board expenses to help finalize the budget for future action.

Personnel

Mr. Ackerson reported that a draft policy is still under revision and should be available for discussion by the next meeting.

Board Comments And Public Comment

Ms. Parsons reported the Website was substantially complete, and thanked Department member Doug Logel, Jr. for providing many excellent photos of department activities to improve and personalize the site. A "members area" will be added to provide for a way for Department members to better communicate and access Department materials.

Chief Brown passed along an inquiry from Portland City Manager Dempsey about when the Authority will take over payment of bills. The City's goal is to end the service by November 30th. The consensus of the Authority Board is to make that date a goal. The Authority will have a better idea when the new accountant can get up to speed, and if it is before that, the Treasurer will notify the Municipalities.

Assistant Chief Logel passed along complements and thanks from Department members for Board participation in Member Shalow's retirement party. Board members expressed their honor and pleasure to do so.

Adjournment

Mr. Tiemann moved to adjourn, Mr. Smith supported. **Motion carried.** Meeting adjourned at 6:35 pm.

Next meeting, Monday, November 12, 2012 at 7:00 pm at Portland Township Hall.

Respectfully submitted



Kathy Parsons, Secretary