



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

[DRAFT 02/06/2013] Minutes of the Regular Board Meeting
Wednesday, January 16, 2013 – 7:00 PM - 773 E Grand River, Portland

Call to Order – The meeting called to order at 7:00 pm. The Pledge of Allegiance was observed.

Roll Call

Present: Jerry Tiemann, Steve Smith, Mark Ackerson, Steve Fabiano, Kathy Parsons.
Dick Pohl arrived at 7:15,
Guests: Tyler Bailey, Nathan Bailey, Asst. Chief Doug Logel Sr.

Public Comment: None

Agenda:

Mr. Ackerson asked to add handling of the mail received to new business. Mr. Ackerson moved to approve the agenda as amended. Mr. Smith supported. **Motion carried.**

Approval of Minutes:

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

Bills: Mr. Ackerson presented bills outstanding and reported recurring bills paid per policy. Mr. Smith moved to approve payment of bills for the month totaling \$8,767.15, and ratify recurring bills paid in the amount of \$6,499. Mr. Tiemann supported. **Motion carried.**

Correspondence: None

Chief's Report:

None.

Mr. Fabiano talked to the City Manager. City employees may respond to fire emergencies using their own time or unpaid time unless they are currently working on a critical task.

The DPW garage will quote for servicing vehicles and it will be low bid.

ISO rating: City Manager will look for documentation.

Mr. Tiemann asked Mr. Fabiano to ask the City if they are interested in selling Engine 7, which we would like to replace with the Lyons truck. Mr. Ackerson asked about the possibility of some type of swap. Mr. Tiemann suggested we not ask that. Mr. Fabiano will ask how the city would like to handle replacement of Engine 7.

Mr. Fabiano asked that members wanting things on the agenda to get them to Ms. Parsons in time to make a meeting packet.

Financial Report:

Mr. Ackerson recapped the financial report. Mr. Fabiano asked about the possibility of having a line on the report indicating operating outlay vs capital outlay totals. Mr. Ackerson suggested a total after 957, then showing 970. Mr. Smith moved to approve the financial report. Mr. Pohl supported. **Motion carried.**

Committee Reports:

- Insurance: None
- Policy Committee:
The Policy Committee presented the policies it drafted at previous meetings, covering Goals, Administration, Training, Purchasing, Disposal of Department Property, and Personnel Evaluation

Personnel Committee:

The Personnel Committee recommended a timeline for processing applications and conducting interviews for the Fire Chief's position. Six applications were received. Mr. Smith distributed resumes. Applications containing personally identifiable information are retained. Mr. Fabiano stated that although the Personnel Committee recommends the Board accepting the Interview Boards highest score, the Board is not obligated to, and may make an independent decision.

Interviews will be open, but conversations among evaluators will be closed. Consensus was to have the same questions asked in the same order by individual committee members. Questions may be submitted to Mr. Fabiano. Mr. Pohl moved to adopt the proposed time line. Mr. Tiemann supported. **Motion carried.**

Board members drew lots for the interview order, which Mr. Smith has kept for invitations.

Asst. Chief Logel reported that the personnel manual has not been distributed yet to the members. Mr. Ackerson will have the manuals printed, deliver them to the department, and they will be distributed at the next department meeting on Monday, January 21st.

New Business:

The proposed policies drafted by the Policy Committee were discussed at length. Mr. Ackerson moved to adopt Policies covering Goals (#100), Investment (#101), Purchasing (#102), Disposal (#103), Mr. Smith supported. **Motion Carried.** The rest will be returned for further review and revision.

Purchase of Tables:

Mr. Ackerson requested that we purchase a couple of tables for use during board meetings so that board members may be more respectful to the audience by not having their backs to the audience. Mr. Tiemann generously offered township tables kept in the supply closet for our use so we don't have to purchase them. Kathy will make name placards for the Board and the interviewers.

Public comment:

Mr. Bailey asked if the budget could be placed on the website. Ms. Parsons said it is in the works and will be up on the website tomorrow.

Ms. Parsons made suggestions to streamline the agenda for the future.

Mr. Tiemann asked Asst. Chief Logel if a truck committee had been formed yet. A five year plan is needed, as well as purchasing individual trucks. Mr. Logel said it is being planned.

Mr. Ackerson moved to adjourn. Mr. Smith supported. **Motion carried.** Meeting adjourned at 8:10 pm. Next meeting: Monday, February 11, 2013 at the Portland Township Hall.

Respectfully submitted:



Kathy Parsons, Secretary