

Solon-Centerville Fire Department
Combined Board Meeting

Tuesday, February 19, 2008, 7:00 P.M.
Cedar Fire Department Meeting Room
8907 Railroad Ave., Cedar, MI 49621

MINUTES

1. Call to Order

2. Pledge of Allegiance

Carl Williams called the meeting to order with the recitation of the pledge of allegiance.

Officers Present : Carl Williams, Leonard Kelenski, Joan Gauthier, George Rosinski, Robert Dezelski, Shirley Mikowski, Trina Pleva, Joe Czerniak

Officers Absent: Richard Pleva and James Balesh

Guests Present: Al Rosinski, Shaun Beady, Tim Johnson and Barry Mazurek

3. Approval of Agenda

Motion by George Rosinski and supported by Leonard Kelenski to approve the agenda as presented.
Motion carried 8-0.

4. Approval of Minutes

Motion by Joan Gauthier and supported by Trina Pleva to accept the January 17, 2008 meeting minutes with the following correction: Under New Business, C. Full Time Employee/Holidays, Shirley Mikowski suggested that one of the personal days be used towards this extra holiday and should read day instead of holiday. Motion carried. 8-0.

5. Treasurers Report

The CD for the Memorial Fund is up for renewal. Joan Gauthier would like to take another \$1,000.00 out of the regular Memorial Fund savings and add it to the Memorial Fund CD to get better interest on the \$1,000.00. Shaun Beady will contact Dan Petroskey to get an okay.
Chase Bank Checking \$1,107.25, Chase Bank Fire Operating (General) \$3,437.31, Bank One Municipal Fire Operating (Gov't Oper.) \$15,477.77, Bank One Municipal Saving (Gov't Oper) \$3,479.30, Chase CD \$10,391.80, Chase Bank Escrow-Memorial Fund \$1,476.55, Chase Bank Escrow Memorial Fund-CD \$10,832.31, Equipment Replacement (Chase Bank) \$5,131.68, CD's \$23,887.30, Northwestern Bank CD (General) \$5,772.51, Hanni Morenz (Northwestern Bank) CD \$28,701.07, Hanni Morenz (5th/3rd) 1st CD \$61,357.15, 2nd CD \$26,323.86 for a total of \$197,375.86
Motion by Robert Dezelski and supported by George Rosinski to accept the Treasurer's report as presented. Motion carried 8-0.

6. Correspondence

Shirley Mikowski has been working on resolving delinquent tax notices from the years of 1999 (\$8,726.50), 2002 and 2004 (\$500.05) since 2005. When Lori Hill from the IRS did an employment tax compliance check on December 6, 2007, Shirley went over the problems that we were currently having proving to the IRS that all tax monies were paid in for the 1999 and 2002 tax years. Ms. Hill

went through all the paperwork and filed tax abatement. We recently received three checks from the Department of the Treasury/Internal Revenue Service for overpayment and interest of Federal Tax deposits for the following tax years: December/1999-\$2,489.11, December/ 2002 and June/ 2004-\$1.71.

7. Fire Chief's Report

Al Rosinski reported to the Board the following:

- Chief Al Rosinski has met twice with Glen Arbor's Fire Chief John Dodson to discuss the letter sent in November. The newspaper gave a misconception of what the real problem is. Chief Dodson does not want to send out his full time staff and leave the Glen Arbor station with no one on site. Chief Dodson will honor the mutual aid without leaving the Glen Arbor Station with no one to answer their calls.
- Money has been applied for from the State for the fire officers class and we may not receive the funding if enough do not sign up. Tentatively, 14 have signed up.
- The hard drive went out in Al's computer

All the Board members will receive a copy of Mark Galla's reprimand once it is retrieved from the hard drive.

8. Unfinished Business

A. Mutual Aid Calls

This was addressed in the Fire Chief's Report.

B. Position Descriptions

The Position Descriptions for Fire Chief, Assistant Fire Chief, Captains, Training Officer, Health /Safety Officer, EMS Captain, Firefighter and EMT/Firefighter were updated and with some revisions by Joan Gauthier, Shirley Mikowski and Al Rosinski and were given to all Board members for review pending approval at the next meeting. The Board members will also receive copies of the Lieutenant Position description that has been updated. The fire Department members have also requested a position description for an EMT.

C. Personnel Policy

The personnel policy is tabled until Joan Gauthier, Trina Pleva and Shirley Mikowski work with Al Rosinski gathering information from the surrounding departments.

D. Fundraiser

The pancake breakfast sponsored by the Cedar Fire and Rescue Association Sunday, January 20, 2008 was a success and served approximately 200 people and raised \$604.00. The members thanked all those that volunteered their time to make it a success.

E. Fire Department Members Recognition/Appreciation

The appreciation dinner for the fire department members and their families has been postponed until spring.

F. Contracts Cleveland/Kasson

The fire/rescue contracts with Cleveland and Kasson Townships for 2008-2009 have been signed and will be forwarded to the Clerks. The contracted amount of \$43,000.00 that was approved in 2007 for two years will expire in 2009.

G. Next Fire Board Meeting

The next joint Fire Board/Budget meeting is scheduled for Tuesday, March 18, 2008 at 7:00 P.M.

H. Fair Labor Standard Act

Shaun Beady and Tim Johnson brought to the Board information regarding the Fair Labor Standard Act. Shirley Mikowski will contact the FLSA Board to have a determination of labor guidelines this department falls under.

It was agreed that a member that stays at the station to cover the 8 hour shift of one of the full time employees, will be paid \$102.50 for pay for the 8 hour shift, but if they remain at home or surrounding area for those hours they will be paid on-call pay of \$3.00 per hour.

9. New Business

A. Budget 2008-2009

The Board worked on a preliminary bud get for 2008-2009 as follows:

The Proposed Receipts:

Ambulance Runs remained at \$35,000.00.

Interest went from \$2,000.00 to \$3,000.00.

The anticipated millage for both Townships is \$40,000.00.

The support from both Townships will remain at \$11,000.00.

The contract amount for Cleveland and Kasson townships remained at \$43,000.00.

Fire Run income stayed at \$2,000.00.

Reimbursement went from \$1,000.00 to 00.

Grant money was decreased from \$2,000.00 to \$1,800.00.

Total anticipated income is projected at \$229,800.00.

The present day cash on hand is \$265,375.00; the cash on hand includes the Hanni Morenz Funds and the Escrow –Memorial Funds.

The total anticipated income amount is \$495,175.00.

The Ambulance Operating Budget:

EMT/MFR Training remained at \$8,000.00.

Salaries and Withholding/On-Call Pay remained at \$80,000.00.

Contractual Billing Service remained at \$4,500.00.

Oxygen & Supplies remained at \$3,000.00.

Ambulance and Repair remained at \$3,000.00.

EMT/FF Salary and Benefits went from \$43,000.00 to a new budgeted amount of \$75,000.00 to accommodate the two full time EMT's/FF.

An additional line item is EMT/Uniforms budgeted at \$1,000.00 that will be reimbursed by the Hanni Morenz Fund.

We paid out \$1,183.80 for EMT/Uniforms and \$4,173.00 for the ambulance cot out of the general fund. These amounts will be reimbursed from the Hanni Morenz Fund when the CD comes up for renewal.

The Contingency Fund will be determined when we have a more accurate fund balance.

Total Ambulance Operating Budget projected is \$174,500.00.

The Fire Operating Budget:

Fuel Oil went from \$8,000.00 to the budgeted amount of \$11,000.00.

Gas and Oil went from \$4,000.00 to the budgeted amount of \$5,000.00.

Diesel fuel went from \$5,000.00 to the budgeted amount of \$6,000.00.

Utilities remained at \$3,500.00.

Telephone remained at \$2,000.00.

Charter Internet is an added line item and is budgeted at \$800.00.
Insurance went from \$32,000.00 to the budgeted amount of \$33,000.00.

Joan Gauthier recommended an \$800.00 increase to the Chief's salary bringing it to \$6,000.00, an \$800.00 increase to the Clerk's salary, bringing it to \$6,000.00 and a \$400.00 increase to the Treasurer's salary bringing it to \$3,000.00. A discussion was held that there was no increase to the salaries the previous year, even though the work load has increased over the past two years. The budgeted amount for the Officers salaries of \$18,000.00 will remain the same.

Motion by Trina Pleva and supported by Joan Gauthier to increase the Fire Chief's salary by \$800.00, the Clerk's salary by \$800.00 and the Treasurer's salary by \$400.00. On a roll call vote Dezelski-yea, Czerniak-nay, Rosinski-yea, Kelenski-nay, Pleva-yea, Gauthier-yea, Mikowski-yea, and Williams-yea. Motion carried 6-2.

Salaries of Officers/Chief/Clerk/Treasurer remained at \$18,000.00.

Building Repairs & Maintenance decreased from \$12,000.00 to \$9,000.00.

Building Expenses/Janitorial Plowing remained at \$2,500.00.

Fire Compensation/WH remained at \$12,000.00. This line item may be modified after the Fair Labor Standard Act determination.

Test Scott Air Paks remained at \$1,000.00.

Fire Training and Supplies went from \$12,000.00 to \$14,000.00.

Vehicle Repair and Maintenance went from \$5,000.00 to \$6,000.00.

Tools remained at \$200.00.

Scott Air Pak Upgrade remained at \$1,000.00.

Hazmat Class and Supplies remained at \$1,800.00.

Hose/Fitting Replacement remained at \$2,000.00.

Certify Fire Pumps remained at \$1,000.00.

Office Equipment and Supplies remained at \$2,500.00.

Miscellaneous Fund/Dues were at \$4,500.00 and increased to \$5,000.00. This line item is over the budgeted amount by \$3,172.82 because the ambulance cot and EMT/Uniforms came out of this fund which will be replaced by the Hanni Morenz Fund.

Radio Repair and Maintenance was at \$7,700.00 and was decreased to \$5,000.00.

Turn Out Gear went from \$7,200.00 decreased to \$5,200.00. This line item was over by \$979.04

Tanker Upgrade and Repair remained at \$3,200.00

Test Ladders went from \$600 to \$650.00

Physicals for Department Members went from \$7,200.00 to the budgeted amount of \$7,800.00.

There will be an Audit this year so the budgeted will be \$3,000.00.

Grant Money Allocated decreased amount from \$2,000.00 to \$1,800.00.

Fire Fighting Equipment Upgrade decreased from \$9,900.00 to \$8,700.00.

The Board discussed adding a line item to the budget to allow for appreciation and recognition of the department members.

Recognition/Class/Award Fund is budgeted at \$3,500.00.

The proposed total Fire Operating Budget is \$181,150.00 which includes \$5,000.00 in the Contingency Fund.

The total combined operating budget is proposed at \$355,650.00, this does not include an amount for the Ambulance Operating Contingency Fund.

The 2008-2009 Budget will be reviewed and finalized at the March 18 meeting.

10. Citizens Comments

Shaun Beady shared his concerns over the mix up in payroll this past weekend. A Quick Books error gave the wrong pay weeks. This will be corrected for next month's payroll. Shaun also asked about

what to expect for receiving his paycheck. Shirley Mikowski said she would have a box on the porch for them to pick up there checks.

Leonard Kelenski has asked Fire Chief Al Rosinski to present a written monthly report containing the time of dispatched calls and the time of arrival to the scene. Shaun Beady and Tim Johnson will print up response time reports. Leonard also noted that a letter had not been written in response to the letter received in November from Glen Arbor's Chief Dodson and how important it was to respond in a timely manner and for the Board to receive this information in writing.

11. Announcements

There was none.

12. Adjournment

Motion by Trina Pleva and supported by Joe Czerniak to adjourn meeting. Motion carried 8-0.

Meeting adjourned at 9:31 P.M.

Respectfully submitted:

Shirley Mikowski/ Clerk