

Solon-Centerville Fire Department
Combined Board Meeting

Thursday, January 17, 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

Leonard Kelenski opened the meeting at 7:00 P.M. with the recitation of the Pledge of Allegiance.

Officers Present : Leonard Kelenski, Joan Gauthier, George Rosinski, Robert Dezelski, Shirley Mikowski, Trina Pleva, Joe Czerniak and James Balesh.

Officers Absent: Carl Williams, Richard Pleva

Guests Present: Al Rosinski, Dan Petroskey, Shaun Beady, Tim Johnson, Barry Mazurek, Herbert Sudemann, Tanja Sudemann, Robert Dezelski, Jr., Mark Galla and Amy Galla.

3. Approval of Agenda

Motion by Robert Dezelski and supported by Joan Gauthier to approve agenda with the following additions: under 8.Unfinished Business: H. Compliance Check/IRS, I. Charter Communications and under 9. New Business: D. Contracts Cleveland/Kasson. Motion carried 8-0.

4. Approval of Minutes

Motion by Trina Pleva and supported by Joan Gauthier to accept the November 27, 2007 meeting minutes with the following corrections: should read Tuesday, November 27, 2007 instead of Thursday, Officers Present should have Trina Pleva present instead of Joan Gauthier written twice. Motion carried. 8-0.

5. Treasurers Report

The CD for the Memorial Fund and the Chase Bank CD was renewed for 4.63%. Leonard Kelenski asked if Joan Gauthier would include the rate of interest for the CD's and when it expires on the report.

Chase Bank Checking \$1,825.78, Chase Bank Fire Operating (General) \$3,436.37, Bank One Municipal Fire Operating (Gov't Oper.) \$27,363.22, Bank One Municipal Saving (Gov't Oper) \$3,467.61, Chase CD \$10,633.57, Chase Bank Escrow-Memorial Fund \$1,476.24, Chase Bank Escrow Memorial Fund-CD \$11,077.34, Equipment Replacement (Chase Bank) \$5,130.27, 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 \$210,452.29

The Treasurer's report was accepted as presented.

6. Correspondence

There was none

7. Fire Chief's Report

Al Rosinski reported to the Board the following:

- o National Park Service grant money in the amount of \$1,371.45 has been received electronically to the bank account.

- Request denied for Federal grant money that was applied for a new tanker
- The combination to the Fire Department door will be changed.
- The Senate has passed a \$368.00 tax deduction for firefighters on their Federal Return.
- Charter Communications came back and cleaned up their mess and will be back to bury the cables in the spring.
- There is still one individual who needs to follow up on his physical before it can be signed off by those that gave the physical.
- There are six people taking the officers classes which consists of about 80 hours
- Firefighter II class requires 40 hours which will be taught by John Dodson
- There have been 78 ¼ hours of medical classes, and due to lack of participation the instructor has discontinued them.
- Uniforms that are paid for by the department will be returned when the employee is no longer working for the department
- Tim Johnson received minor injuries when a cow threw him 8' into the air. This has been covered by the Department's insurance.

8. Unfinished Business

A. Mutual Aid Calls

Chief Al Rosinski has been researching the calls that Glen Arbor's Fire Chief John Dodson has referred to in his letter sent in November, and found there was only one known call that Glen Arbor was dispatched outside of their perimeters due to having one full time employee. There are presently two full time employees and the Board has asked Chief Al Rosinski to respond to this letter as soon as possible to clear up some of the misconceptions.

The county wide meeting for all Fire Departments that was held on Thursday, November 29, 2007 to discuss the future of the Fire and EMS services provided in the County was attended by some of the Board members and Chief Al Rosinski. Those that attended the meeting came back with the impression that the County wants all the departments eventually to be a 24/7 operation. The biggest concern is where the funding will come from. This will be discussed further at the upcoming budget meeting.

B. Position Descriptions

The Position Descriptions for Fire Chief, Assistant Fire Chief, Captains, Lieutenants, Training Officer, Health Safety Officer, Firefighter and EMT/Firefighter were reviewed and revised at the September meeting. Joan Gauthier and Shirley Mikowski are still working on updating the position descriptions with the revisions.

The Fire Department members have stated that there is an urgent need for a Rescue Captain. There has not been a Rescue Captain since Steve Ward resigned.

C. Personnel Policy

The personnel policy is a contract that protects the employer as well as the employee. A personnel policy will be developed to include the expectations of the day to day operations of the fire department and what benefits the full time employee receives. Joan Gauthier, Trina Pleva and Shirley Mikowski will work with Al Rosinski to develop personnel policy for the full time employees.

D. Fundraiser

A pancake breakfast is scheduled for Sunday, January 20, 2008 from 8:00 A.M.-12:00 P.M. at the Holy Rosary Church Basement. This is sponsored by the Cedar Fire and Rescue Association. The Association is asking for volunteers to help with the breakfast.

E. Fire Department Members Recognition/Appreciation

The fire department members would like to have an appreciation dinner on March 1, 2008 that would include their families. There are some conflicts with this date so the members are asked to bring more information back to the Supervisors.

F. Millage

The present .5 mill that Solon Township is collecting for Fire Operations will end with the winter 2008 tax bills. At the Annual meeting the Solon Township Board will request a .25 increase to the millage bringing it to .75. The request will be on the August ballot, and provided it passes, it will be effective on the 2009 winter tax bills. Centerville Township will be requesting a .5 mill that would go into effect with the 2009 winter tax bills provided it passes.

G. Next Fire Board Meeting

The next joint Fire Board meeting is scheduled for Tuesday, February 19, 2008 at 7:00 P.M.

H. Compliance Check/IRS

Lori Hill from the IRS did an employment tax compliance check with Shirley Mikowski on Thursday, December 6, 2007 at 9:30 A.M. if the Fire Department is following all IRS regulations. The compliance check went well and all regulations are being followed. Shirley also went over the problems we are currently having proving to the IRS that all tax monies were paid in for the 1999 and 2002. Ms. Hill went through all the paperwork and filed tax abatement. We should no longer be receiving any more notices for those two tax years.

I. Charter Communications

This was covered in the Fire Chief's Report.

9. New Business

A. Herb Sudemann

The Fire Board members received a packet of information from Herb Sudemann containing a complaint he filed against Mark Galla with Chief Al Rosinski in November 2007 (see attached). Mr. Sudemann requested a response two times from Chief Rosinski and with no response brought it to the Board. Each individual involved had an opportunity to speak. After much discussion Leonard Kelenski along with all the Board members agreed that these matters should be handled internally not brought to the Board unless it is the last resort.

Motion made by Robert Dezelski to put a written reprimand in Mark Galla's file and with no other occurrences take the reprimand out of his file in six months.

Some of the Board members felt that we should dismiss the offense due to it was the first time and others felt that 6 months was not too severe.

Motion was amended as follows:

Motion by Robert Dezelski and supported by Leonard Kelenski to put a written reprimand in Mark Galla's file and with no other occurrences take the reprimand out of his file in 90 days. On a roll call vote: Pleva-nay, Gauthier-nay, Mikowski-nay, Kelenski-yea, Rosinski-nay, Balesh-nay, Czerniak-yea and Dezelski-yea. Motion failed 3 "yeas" and 5 "nays".

Motion by Trina Pleva and supported by Robert Dezelski that a written reprimand be put in Mark Galla's file and remain in his file for six months provided there are no other occurrences. On a roll call vote: Pleva-yea, Gauthier-yea, Mikowski-yea, Kelenski-nay, Rosinski-nay, Balesh-nay, Czerniak-yea and Dezelski-yea. Motion carried 5 "yeas" and 3 "nays".

Note: Trina Pleva made the determination that the written reprimand will be dated for today's date January 17, 2008 and remain in Mark Galla's file for six months. All Board members will receive a copy of the written reprimand.

B. Payroll

Shirley Mikowski strongly recommended to the Board that the full time employees prepare the monthly EMS and Fire payroll and submit it to the Fire Chief for approval before it is submitted to the Clerk for payment. There was no discussion at this time. Al Rosinski shared his concerns regarding the trading of shifts not being logged. This needs to be worked out in-house. Shaun Beady and Tim Johnson brought to the Board information regarding the Fair Labor Standard Act that will be further investigated.

C. Full Time Employee/Holidays

The full time employees took off on Christmas Eve thinking it was one of the paid holidays. Shaun Beady and Tim Johnson stated that they had received Christmas Eve off with their previous employer and assumed it was part of the paid holidays. The full time employees are given six paid holidays as follows: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. These will be included into the personnel policy. Shirley Mikowski suggested that one of the personal days be used towards this extra holiday day.

D. Contracts Cleveland/Kasson

Chief Al Rosinski showed on the map the area that Kasson Township has contracted with Empire Fire Department for Fire and EMS protection. The area is smaller than what is covered by this fire contract and the concern is the amount Kasson pays to Empire is not much less than what is paid for their contract with this department. The fire contract amount paid by Cleveland and Kasson Townships is presently \$43,000.00 and it was approved to keep this amount for two years, expiring in 2010. The suggestion was to invite the Supervisors from both Townships to discuss the fire contract amount. Shirley Mikowski will have the Fire Contracts for Cleveland and Kasson Townships ready for the next meeting.

9. Citizens Comments

10. Announcements

11. Adjournment

Motion by Joan Gauthier and supported by Leonard Kelenski to adjourn meeting. Motion carried 8-0.

Meeting adjourned at 9:23 P.M.

Respectfully submitted:

Shirley Mikowski/ Clerk