

Solon-Centerville Fire Department
Combined Board Meeting

Thursday, July 31, 2007, 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 opened the meeting at 7:00 P.M. with the recitation of the Pledge of Allegiance.

Officers Present : Leonard Kelenski, Carl Williams, Joan Gauthier, George Rosinski, Robert Dezelski, Shirley Mikowski, Trina Pleva and James Balesh arrived at 9:00 P.M.

Officers Absent: Richard Pleva and Joe Czerniak

Guests Present: Al Rosinski, Barry Mazurek, Mark Galla, Dan Petroskey, Brian Dezelski, Tim Johnson, James Walker and Herb Sudemann

3. Approval of Agenda

Motion by George Rosinski and supported by Robert Dezelski to approve agenda. Motion carried.

4. Approval of Minutes

Motion by Joan Gauthier and supported by Robert Dezelski to accept the June 28, 2007 minutes as presented. Motion carried.

5. Interviews/Full Time EMT

Interviews were held with Timothy Johnson, James Walker and Herbert Sudemann for the full time EMT/Firefighter position. The interview notes were reviewed and a discussion was held regarding their qualifications and experience.

Motion by Robert Dezelski and supported by Carl Williams that the first choice for hire as the full time EMT/Firefighter is Timothy Johnson and the second choice is James Walker. Motion carried.

Shirley Mikowski will ask Mr. Johnson to provide references and the position will be offered to him after references have been contacted. A starting salary of \$28,000.00/yr. with 90 day probation without any benefits at this time. The offer can go up to \$29,000.00/yr. with a 90 day probationary period. We would offer to sign a five year contract after probationary period ends.

Letters will be sent to the other candidates.

6. Correspondence

There was none.

7. Unfinished Business

A. Ordinance to Establish Board Authority

Establishing Fire Department Structure and EMS Services Responsibilities and Accountability

The following is the response to the sections addressed at this meeting:

1. 11: Disciplinary Procedure

Any violations of this ordinance, other board rules, department administrative regulations, or convictions of a felony shall subject any personnel involved to disciplinary proceedings.

A member of the department The Chief upon good cause shown shall document a violation, or when a violation occurs in his/her presence. ~~The chief shall provide a copy of the written reprimand to an alleged violator. The written reprimand shall state the rule that was allegedly violated, the nature of any disciplinary action taken, and the consequences of any further recurrences.~~

Formal Charge Procedure

1. *Any member of the Fire Department can be suspended by an officer at any time and charges must be preferred by the officer in writing, and referred to the Chief of the Fire Department within twenty four (24) hours, or the charges are automatically dropped. All charges must be acted upon by the Chief of the Department within five (5) working days.*
2. *The Chief of the Department may dismiss or suspend any member for cause, after apprising the member of the action to be taken and reasons therefore. Upon dismissal or suspension, a member shall have the right to appeal said action by submitting a written appeal to the Fire Chief, outlining the reasons why said member feels aggrieved by the action taken. The Chief of the Department shall call a meeting of an Appeal Board, which shall consist of the three most senior officers of the Fire Department when required. The Appeal Board may confirm, reduce or reverse the action of the Chief. The decision of the Appeal Board shall be binding on all parties.*
3. *Due process rights will be exercised as follows:*
 - A. *Notice of charge in writing*
 - B. *Time to prepare a defense, 48 hours*
 - C. *Formal hearing with two (2) fire department personnel and one (1) officer, not directly involved*
 - D. *Right of rebuttal and the calling of witnesses*
 - E. *A written notice of findings*
 - F. *Appeal outlined in Article II, Section 2*

2. Section 13: Public Contact

The Fire Chief, or his/her designee, may release facts regarding fires or other emergencies to the news media *and public.*

3. Section 17: Soliciting Donations

Therefore, the personnel of the fire department have established a tax-exempt charitable organization that is known as “The Cedar Fire and Rescue Association, *Inc.*”. The purpose of the Association is to provide for the social development of personnel and the betterment of fire protection in the townships. The association shall be incorporated under the laws of the State of Michigan, with by-laws approved by the Township Boards. The association may elect its own officers. Upon request, the association shall disclose records, including any financial records, to the Township Boards.

The Cedar Fire and Rescue Association, *Inc.* treasurer shall collect all revenues received through fundraising activities and deposit in the respective association’s account(s).

B. Flow Chart/Chain of Command

The flow chart is ready to be reviewed and Al Rosinski will print up the chart and have it ready for the next meeting.

C. Position Descriptions

The Board asked to receive copies of the position descriptions before the next meeting so they can review them.

D. Gloves

The members of the fire department will try out some sample gloves at the next department meeting. There is no regulation for wild fire gloves.

E. Charter Communications

Charter Communications will pay the construction cost for the installation of cable and internet service if we agree to a thirty six month contract for \$49.99 a month plus a one time installation fee of \$99.00. Al Rosinski said the county is in the process of wiring for wireless public service and we may get free service. This is tabled for now.

F. Key Card System

The key card system has been tabled until there is more information gathered and given to the Board members.

G. NFPA Disc

The NFPA disc is locked up in the safe and members need to ask to use it.

The new turn-out gear was shipped on July 30th and all the members have been measured for winter coats.

8. New Business

9. Citizens Comments

10. Announcements

11. Adjournment

Motion by Robert Dezelski and supported by Carl Williams to adjourn meeting. Motion carried.

Meeting adjourned at 10:03 P.M.

Respectfully submitted:

Shirley Mikowski/ Clerk

Note: It is important not to discuss the interviews outside this meeting.
The next combined Fire Board meeting is Tuesday, August 21, 2007 at 7:00 P.M.