

Solon-Centerville Fire Department  
Combined Board Meeting

Tuesday, May 15, 2007, 7:00 P.M.  
Cedar Fire Department Meeting Room  
8907 Railroad Ave., Cedar, MI 49621

MINUTES

Carl Williams opened the meeting at 7:00 P.M. with the recitation of the Pledge of Allegiance.

Present: Leonard Kelenske, Carl Williams, Joan Gauthier, George Rosinski, Robert Dezelski, Shirley Mikowski, Richard Pleva, Trina Pleva, Al Rosinski, Dan Petroskey, Barry Mazurek, Mark Galla, Shaun Beady, Herb Sudemann and Amy D. Hubbell.

**Absent: James Balesh and Joe Czerniak**

Motion by Robert Dezelski and supported by George Rosinski to approve agenda with the following addition under New Business: 1. Mutual Aid Agreement. Motion carried.

Minutes were reviewed from the March 13, 2007 and the March 22, 2007 meetings.

Motion by Joan Gauthier and supported by Richard Pleva to approve the March 22, 2007 minutes with one correction under In Other Business: motion to pay \$1.50 per hour stand-by fee for the members in training two years late-delete two years late. Motion carried.

Motion by Joan Gauthier and supported by Trina Pleva to approve the March 13, 2007 minutes as presented. Motion carried.

Correspondence:

Shirley Mikowski read the letter received from Amy D. Hubbell/Leelanau Enterprise news editor. The letter was to advise that the Leelanau Enterprise be notified in advance of all regular and special meetings including those of a subcommittee or fireboard to conform to the Open Meetings Act

The following Treasurers report was reviewed:

Chase Bank Checking \$5,615.47, Chase Bank Fire Operating (General) \$3,419.71, Bank One Municipal Fire Operating (Gov't Oper) \$76,459.25, Bank One Municipal Savings (Gov't Oper) \$3,358.42, Chase CD \$10,391.80, Chase Bank Escrow-Memorial Fund \$3,358.42, Chase CD \$10,391.80, Chase Bank Escrow-Memorial Fund \$873.69, Chase Bank Escrow-Memorial Fund CD \$10,832.31, Equipment Replacement (Chase Bank) \$5,105.38, CD's \$22,999.57, Northwestern Bank CD (General) \$5,494.23, Hanni Morenz (Northwestern Bank) CD \$27,252.78, Hanni Morenz (5<sup>th</sup>/3<sup>rd</sup>) 1<sup>st</sup> CD \$58,271.42, 2<sup>nd</sup> CD \$25,000.00 for a total of \$255,074.03.

Motion by Trina Pleva and supported by Leonard Kelenske to accept the Treasurers report as presented. Motion carried.

Unfinished Business:

All present were given a sample ordinance that came off the MTA website *Establishing Fire Department Structure, Responsibilities and Accountability*. The ordinance has 19 sections. The following is the response to the sections addressed at this meeting:

1. **Section 7: Chief Duties**-The Board agreed that Capitol outlay purchases that exceed \$2,000.00 shall conform to Township policy regarding written quotes and competitive bidding.

2. **Section 8: Firefighters**-All firefighters shall serve an initial probationary period for a period of not less than six months. At the discretion of the Chief, the probationary period may be extended up to an additional eighteen (18) months.  
At the conclusion of the minimum probationary period, the Chief, with advice of the officers, may recommend that a probationary firefighter that has met all the qualifications contained in the firefighter job description be given permanent firefighter status by the Township Boards. The Chief, with advice of the officers, shall also recommend to the Township Boards the dismissal of any firefighter who does not or cannot meet the qualifications to be a firefighter and reasons for such recommendation.  
A probationary firefighter shall be entitled to all compensation and benefits afforded to permanent firefighters upon receiving certification. A probationary firefighter will receive half of the compensation and benefits and will receive the remainder half (that has been put into escrow) upon receiving certification. A probationary firefighter shall be restricted to perform only those duties for which he/she has been specifically trained and qualified.
3. **Section 4: Basic Organizational Structure**  
Assistant Chief  
Two (2) Captains  
Ambulance Captain  
Lieutenants  
Safety Officer  
Training Officer  
Firefighters (Career or on-call)
4. **Section 11: Disciplinary Procedure**-5. The degree of willful neglect or insubordination, if any, of the act
5. **Section 13: Public Contact**-Members of the public will be allowed in the fire station only when accompanied by a member of the department. This was discussed at great length. Too many outside personnel have the combination and access to the building. This is a security issue. We may need to go to a more secure access, possibly a key card system. A key card system may cost approximately \$500.00. The cost of the system will be looked into. The sentence will be left as written.
6. **Section 17: Soliciting Donations**-All fundraising activities shall have prior approval of the Township Boards, and all revenues solicited in the name of the fire department shall be deposited with the township Treasurer. Such funds will be dispersed by the Treasurer, upon receiving a warrant signed by the Clerk, following audit and approval by the township Boards. This section needs clarification from MTA.

The department members miss the picnic that use to be held. The picnic needs to be added to the budget.

The following is an overview of the recommendations (see attached) and those that need immediate attention:

- Organizational/flow chart will be worked on by the Chief, Officers and Fire Department members
- Position descriptions for the Fire Chief, Officers, Full Time EMT and firefighters
- Policies and procedures need to be written and adopted
- Develop communication with the Board, Chief and fire department members
- Long range planning/develop strategy of how to increase funding/replacing equipment
- No more back door policy/protocol; for everything
- Conflict resolution
- Fire gloves and the turnout gear
- Meet in two weeks for the flow chart, position descriptions and meet in another two weeks to work on conflict resolution

- Turn around time of department needs
- Develop an ongoing recruitment program.
- The Board needs to consider hiring a second full time EMT.
- Check into a lease for a tanker

The next combined board meeting will be held on Thursday May 31, 2007 at 7:00 P.M. The organizational chart, job descriptions and all safety issues will be addressed and presented to the Board at this time.

New Business:

The County Fire Chiefs have been working on a Mutual Aid Agreement and have a rough draft. The adjoining fire departments will help each other out when called upon. The supervisors will read the draft of the proposed agreement.

Motion by Robert Dezelski and supported by Trina Pleva to adjourn meeting. Motion carried.

Meeting adjourned at 9:27 P.M.

Respectfully submitted:

Shirley Mikowski/ Clerk