

The February Fire Board Meeting was re-scheduled for March 8, 2007.

## MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan

March 8, 2007

A Regular Meeting of the Mid-Michigan Community Fire Board was called to order by Chairman Daniel Sagle at 5:32 p.m., on Thursday, March 8, 2007.

Members Present: Chairman Daniel Sagle, David Bailey, Kevin Beeson, Kurt Giles, Nancy Roehrs

Members Absent: None

Others in Attendance: Fire Chief Richard Apps, Captain Jim Smith, Acting Assistant Fire Chief Dick Prestage, and Trevor Allen

### **Election of Chair and Vice-Chair.**

Moved by Member Beeson, supported by Member Roehrs, to approve to elect Daniel Sagel as Chair of the Mid-Michigan Community Fire Board. Motion carried.

Moved by Member Sagle, supported by Member Roehrs, to approve to elect Kevin Beeson the Vice-Chair of the Mid-Michigan Community Fire Board. Motion carried.

### **Minutes.**

Moved by Member Beeson, supported by Member Giles, to approve the minutes of the regular meeting held on Tuesday, November 28, 2006. Motion carried.

**Public Comments.** None

Member Bailey joined the meeting at 5:35 p.m.

### **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Beeson, supported by Member Roehrs, to approve the Claims & Accounts in the amount of \$171,966.86. Motion carried.

### **Financial Statements.**

The Fire Board reviewed the Financial Statements for October, November, December, of 2006 and January 2007.

Moved by Member Beeson, supported by Member Bailey, to approve the Financial Statements for October, November, December, of 2006 and January 2007. Motion carried.

### **Budget 2007-08 Discussion.**

The Fire Board discussed the Proposed Budget for 2007-2008.

Moved by Member Beeson, supported by Member Bailey, to approve the Budget for 2007-2008. Motion carried.

### **Discussion on Almont Fire Truck Bids.**

Chairman Sagle stated that bids were obtained to sell the Old Almont Tanker Truck and the following bids were received; Fremont Township Fire Department \$2,000, B&B Farms \$7,300, City of Saint Louis donation of the truck to the city or up to \$4,000; and Wilbur-Ellis Company \$3,000.

Chairman Sagle stated that the townships cannot donate items but a portion of the city's bid could be for the city paying the expenses for the fire hall and not charging rent to the department.

Fire Chief Apps stated that he has an excellent working relationship with the city departments, the city supplies the building to house the fire apparatus, the city pays for all the utilities, a couple of years ago the city paid to have a new roof put on the building and replaced the furnace. The city departments always are very helpful to provide service to the fire department when the help is needed.

Fire Chief Apps recommended that the Fire Board sell the Old Almont Tanker Truck to the City of St. Louis for a minimum amount to best serve the interest of the taxpayers. The light lens on the vehicle will have to be changed before the vehicle is sold to the city.

Member Bailey stated that the city has always accommodated the Bethany Township when they need assistance and recommended that the Fire Board sell the old tanker truck to the City of St. Louis for \$1.00.

Moved by Member Bailey, supported by Member Beeson, to approve to sell the Old Almont Fire Tanker Truck to the City of St. Louis for \$1.00 subject to changing the light lens on the vehicle. Motion carried.

### **Fire Chief's Report.**

Ø There have been 2 fires and 1 mutual aid fire, 26 rescue runs, 0 dive rescues and 1 Jaws-of-Life run since January 1, 2007 through January 31, 2007.

Ø There were 76 fires and 19 mutual aid fires, 257 rescue runs, 4 dive rescues and 7 Jaws-of-Life runs with a total alarms 363 for 2006

Ø Dick Prestage has been appointed Acting Assistant Chief, Keith McJilton is serving as Second Lieutenant and Jerry Brush has been appointed Acting Lieutenant.

Ø Twenty-one fire fighters had annual physicals with 20 approved to participate in fire fighting.

Ø New Tanker delivered on January 28<sup>th</sup> and put into service on February 15, 2007.

Ø Replaced radio in the E-One Pumper and replaced two tires.

Ø John Henry and Matt Ross are scheduled for Fire Fighter II beginning February 27th. Best, Case, Coty, Dill, Long, Henry, Hoyt and Velazco attended a weekend class “Detection of Arson and Suspicious Fires.”

Ø Received telephone message from the Office of Debbie Stabenow that FEMA 2006 Grant Application submitted for \$24,425.00 with a 5% match was approved.

Ø Received the Luneak Foundation Grant for \$3,000.00 to buy four Motorola HT-1250 DT handheld radios. Prices were lower so purchased five radios instead of four.

Ø Applied for a Community Foundation Grant for carbon monoxide detectors, rescue basket and extrication goggles.

#### **Authorization to Sell Old Mobile and Handheld Radios.**

Fire Chief Apps requested permission to sell or dispose 4 to 5 old mobile and handheld radios.

Moved by Sagle, supported by Bailey, to approve authorization to dispose of 4 to 5 old mobile and handheld radios. Motion carried.

#### **Approve Acceptance of 2007 FEMA Grant.**

Chairman Sagle stated that the Mid-Michigan Community Fire Board needs to accept the 2007 FEMA Assistance to Firefighters Grant in the amount of \$24,425.00 and the Fire Board’s match of 5% funds.

Member Beeson stated that he would like to see more than one quote received on the purchases of items from the grant funds.

Moved by Member Roehrs, supported by Member Bailey, to approve to accept the 2007 FEMA Assistance to Firefighters Grant in the amount of \$24,425.00 and the Fire Board’s match of 5% funds. Motion carried.

#### **Approve Authorization to Apply for 2008 FEMA Assistance to Firefighters Grant.**

Fire Chief Apps requested authorization to apply for a 2008 FEMA Assistance to Firefighters Grant up to \$100,000.00 to purchase several SCBA and new coats and bunker pants for all fire fighters with a 5 % match of local funds.

Moved by Member Roehrs, supported by Member Bailey, to approve authorization to apply for a 2008 FEMA Assistance to Firefighters Grant up to \$100,000.00 to purchase several SCBA and new coats and bunker pants for all fire fighters with a 5% match of local funds. Motion carried.

Moved by Member Roehrs, supported by Member Bailey, to approve authorization for the Community Grant Funds to be expended if received. Motion carried.

Fire Chief thanked the Fire Board for the support they give to the fire fighters.

### **Other Business.**

Member Sagle updated the Fire Board on Bills in the Legislation.

PA #1951 establishes payments for fire run cost recovery for townships by ordinance and House Bill 5553 allows establishing a Joint Fire Department Cost Recovery Ordinance.

PA #189-209 creates a Fire Bureau Service.

PA 244 establishes limited liability when donating equipment to other fire department.

PA 405 prohibits the sale or possession of EMS and Fire Fighter uniforms.

There is a bill in congress that would amend the Internal Revenue Code to provide a \$1,000 refundable credit for volunteer members of volunteer firefighting and EMS organizations.

Member Beeson stated that he would like action taken that more than one quote has to be obtained for items purchased under the FEMA Grant.

Moved by Member Beeson, supported by Member Bailey, to approve that more than one quote has to be obtained for items purchased under the FEMA Grant. Motion carried.

Moved by Member Sagle, supported by Member Roehrs, to approve to adjourn the meeting at 6:32 p.m. Motion carried.

Nancy L. Roehrs

City Clerk

# **MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD**

**St. Louis, Michigan**

**May 17, 2007**

A Regular Meeting of the Mid-Michigan Community Fire Board was called to order by Chairman Daniel Sagle at 5:30 p.m., on Thursday, May 17, 2007.

Members Present: Chairman Daniel Sagle, Kevin Beeson, Kurt Giles, Nancy Roehrs

Members Absent: David Bailey

Others in Attendance: Fire Chief Richard Apps, Captain Jim Smith, Assistant Fire Chief Dick Prestage, and Lieutenant Jerry Brush

## **Minutes.**

Moved by Member Roehrs, supported by Member McConkie, to approve the minutes of the regular meeting held on Thursday, March 8, 2007. Motion carried.

**Public Comments.** None

## **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member McConkie, supported by Member Roehrs, to approve the Claims & Accounts in the amount of \$46,383.01. Motion carried.

## **Financial Statements.**

The Fire Board reviewed the Financial Statements for February, and March of 2007.

Moved by Member McConkie, supported by Member Roehrs, to approve the Financial Statements for February and March of 2007. Motion carried.

Member Beeson joined the meeting at 5:35 p.m.

## **Approve Amendments to Budget 2006-07.**

The Fire Board discussed the Proposed Budget Amendments for 2006-2007.

Moved by Member McConkie, supported by Member Beeson, to approve to Amend the 2006-2007 Budget Expenses for a total amount of \$382,850.00. Motion carried.

## **Fire Chief's Report.**

Ø There have been 15 fires and 4 mutual aid fires, 94 rescue runs, 0 dive rescues and 1 Jaws-of-Life run.

Ø Jerry Brush has been appointed Acting Lieutenant, Trevor Allen as Acting Second Lieutenant, Chris Graham resigned moved to Saginaw and Jeff Hoyt resigned today because he has taken a job as firefighter with Big Rapids.

Ø All vehicles have been serviced except for the Chief's car.

Ø Dan Childs and Shane Muscott will complete Fire Academy in June and John Henry has received Fire Fighter II certification.

Ø 2006 Assistance Fire Fighters Grant money purchased new radios for all apparatus and new hand held radios for all firefighters.

Ø Received a Community Foundation Grant for rescue basket and extrication goggles to be purchased in July.

Ø Received a Target-Safety Grant for online training that provides 21 on-line classes for each fire fighter at a value of \$1,800.

Ø Submitted a 2007 Assistance Fire Firefighters Grant Application for \$100,000 to buy new coats and pants for all firefighters and 15 new SCBA. The grant requires a 5% matching of local funds.

Ø Will be submitting a DNR Grant Application to purchase more fire hose and it is a 50/50 grant.

Ø The new tanker will be displayed June 1 and 2 at the Emergency Equipment Expo at the Valley Plaza in Midland.

Ø Would like the Fire Board to establish a dollar amount for single purchases that should have three bids for before purchase.

The Fire Board discussed raising the amount for the Capitalization Policy to \$5,000.00.

The following preamble and resolution were offered by Member McConkie and supported by Member Beeson.

**WHEREAS**, the Board of the Mid Michigan Community Fire Department, has in the past followed the City of Saint Investment Policy and had previously adopted a Capital Assets Policy, and

**WHEREAS**, it has come to the attention of the Board that the City of Saint Louis has amended its Capital Assets Policy and it is recommended by financial consultants that an investment policy specifically adopted by Board of the Mid Michigan Community Fire Department is necessary.

**NOW THEREFORE BE IT RESOLVED**, the Mid Michigan Community Fire Department Capital Assets Policy and the Mid Michigan Community Fire Department Investment Policy (copies attached hereto) are hereby adopted.

**BE IT FURTHER RESOLVED**, that it is the intent of the Board that said policies apply to the business of the department for the entire fiscal year ended July 1, 2007, and fiscal years subsequent thereto until or unless amended by this Board.

Ayes: McConkie, Beeson, Roehrs, Sagle

Nays: None

Absent: Bailey

Abstain: None

Resolution declared adopted.

The Fire Board discussed raising the purchasing dollar limit of the Fire Chief from \$1,000.00 to \$5,000.00 without Fire Board approval if the amount is budgeted.

Moved by Member Beeson, supported by Member Sagle, to approve to raise the purchasing dollar limit for the Fire Chief from \$1,000.00 to \$5,000.00 without Fire Board approval if the amount is budgeted. Motion carried.

The Fire Board discussed establishing a Purchasing Policy for the department.

Moved by Member Beeson, supported by Member McConkie, to establish the following Purchasing Policy for the Mid-Michigan Community Fire Board District; Competitive Bidding is not required for items under \$5,000.00, items over \$5,000.00 but less than \$25,000.00 requires written quotations and purchases over \$25,000.00 require sealed bids to be opened by one Fire Board Member and Fire Chief and they would make a recommendation to the Fire Board to award the bid effective May 17, 2007. Motion carried.

**Approve Appointment of Assistant Fire Chief.**

Fire Chief Apps requested approval to appoint Richard Prestage Assistant Fire Chief he has been serving since January 2007 as Acting Assistant Fire Chief.

Moved by Roehrs, supported by McConkie, to approve to appoint Richard Prestage as Assistant Fire Chief. Motion carried.

**Other Business.** None

Moved by Member Roehrs, supported by Member McConkie, to approve to adjourn the meeting at 5:57 p.m. Motion carried.

Nancy L. Roehrs

City Clerk

## MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan

August 21, 2007

A Regular Meeting of the Mid-Michigan Community Fire Board was called to order by Chairman Daniel Sagle at 5:33 p.m., on Tuesday, August 21, 2007.

Members Present: Chairman Daniel Sagle, David Bailey, Kevin Beeson, Robert McConkie, Nancy Roehrs

Members Absent: David Bailey

Others in Attendance: Fire Chief Richard Apps, Captain Jim Smith, Assistant Fire Chief Dick Prestage, and Bill Coty

### **Minutes.**

Moved by Member Beeson, supported by Member McConkie, to approve the minutes of the regular meeting held on Thursday, May 17, 2007, subject to the correction on page 12 1<sup>st</sup> paragraph of the resolution the word "Louis" needs to be added. Motion carried.

**Public Comments.** None

### **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Beeson, supported by Member McConkie, to approve the Claims & Accounts in the amount of \$31,516.64. Motion carried.

### **Financial Statements.**

The Fire Board reviewed the Financial Statements for April, May and June of 2007.

Moved by Member McConkie, supported by Member Beeson, to approve the Financial Statements for April, May and June of 2007. Motion carried.

### **Fire Chief's Report.**

There have been 30 fires and 11 mutual aid fires, 169 rescue runs, 0 dive rescues and 2 Jaws-of-Life run.

Interviewed two candidates for fire fighting on August 15, 2007 and currently have three openings. Anticipate taking applications again in September.

Vehicles recently serviced are 671-U.S. Tanker, 622-E-One Pumper, 621-Luverne Pumper DNR Grass Rig replaced fuel pump, and Chief's car. Spencer Rescue in need of some paint repair.

Dan Childs and Shane Muscott have received Fire Fighter II Certification. Nineteen firefighters participated in live burn propane gas training sponsored by Michigan Propane Gas Association. A total of 76 area firefighters participated.

On July 28<sup>th</sup> 11 firefighters participated in Community Day. They offered smoke house safety training for children and performed a vehicle extrication demonstration.

Have purchased adhesive labels for small equipment to help get it back at mutual-aid scenes or if something is lost or forgotten at a scene.

During the severe heat and humidity of July we assisted Alma at a fire. Two of our firefighters suffered heat distress. One was treated at the scene by M.M.R. and released. The other was transported to the Emergency Room for treatment and has undergone some follow-up evaluations. Both returned to full duty within one week.

#### **Approve Appointment of Jerry Brush as Lieutenant.**

Fire Chief Apps requested approval to appoint Jerry Brush Lieutenant. He has been doing the job for several months and is performing very well in the position.

Moved by Member Roehrs, supported by Member McConkie, to approve to appoint Jerry Brush Lieutenant. Motion carried.

#### **Discussion Rescue Mutual-Aid Agreement.**

Chief Apps requested permission to pursue discussion with the area fire departments regarding a mutual-aid rescue agreement for mass casualties.

The consensus of the Fire Board was for Chief Apps to discuss an agreement with other fire departments and to bring the agreement back to the Fire Board for review.

#### **Discussion on Lift Assists.**

Chief Apps stated that the rescue has to help M.M.R. from time to time for patient lift assists to transport people to the hospital. Do not help with scheduled trips to the hospital from facilities but occasionally the ambulance gets a call to respond to and they cannot lift the patient without the rescue assisting.

#### **Other Business.**

Chairman Sagle wanted to know if the state wide fire ban was still on.

Assistant Chief Prestage stated that the state wide fire ban has not been lifted because the fire is still burning in the Upper Peninsula.

Member Beeson stated that he thought that maybe if a mutual-aid rescue agreement develops that it should not be just limited to mass casualties.

Chief Apps stated that he has some reservation about opening up rescue runs everywhere because the Alma Fire Department does not have First Responder Service and right now M.M.R. averages about 800 runs in Alma a year. The cost would be expensive and responding to that many calls would wear out the firefighters and he would be losing good firefighters.

Chairman Sagle requested that the November meeting date be changed to Thursday, November 29, 2007, at 5:30 p.m.

Moved by Member McConkie, supported by Member Roehrs, to approve to change the November Meeting Date to Thursday, November 29, 2007, at 5:30 p.m. Motion carried.

Moved by Member McConkie, supported by Member Roehrs, to approve to adjourn the meeting at 6:38 p.m. Motion carried.

Nancy L. Roehrs

City Clerk

## MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan

November 27, 2007

A Regular Meeting of the Mid-Michigan Community Fire Board was called to order by Chairman Daniel Sagle at 5:30 p.m., on Tuesday, November 27, 2007.

Members Present: Chairman Daniel Sagle, David Bailey, Kevin Beeson, Robert McConkie, Nancy Roehrs

Members Absent: None

Others in Attendance: Assistant Fire Chief Richard Prestage, Captain Jim Smith and Bill Coty

### **Minutes.**

Moved by Member McConkie, supported by Member Bailey, to approve the minutes of the regular meeting held on Tuesday, August 21, 2007. Motion carried.

**Public Comments.** None

### **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member McConkie, supported by Member Roehrs, to approve the Claims & Accounts in the amount of \$38,979.07. Motion carried.

### **Financial Statements.**

The Fire Board reviewed the Financial Statements for July, August and September of 2007.

Moved by Member Bailey, supported by Member McConkie, to approve the Financial Statements for July, August and September of 2007. Motion carried.

Member Beeson joined the meeting at 5:40 p.m.

### **Fire Chief's Report.**

There have been 43 fires and 16 mutual aid fires, 249 rescue runs, 0 dive rescues and 3 Jaws-of-Life run.

Trevor Allen is serving as Acting Second-Lieutenant.

Hugo Gomez and Brandon Scott were appointed to the department September 24. Gomez has been through Fire Fighter I-II but still needs to complete testing. Scott will begin Fire Academy at Homer Township on November 29th. Matt Ross is on leave of absence for personal reasons until January 14, 2008.

All vehicles have been recently serviced or are working okay.

Dan Childs, Hugo Gomez, Phil Long and Shane Muscott have received FFTC Driver Training Certification.

Fire Chief Apps will be teaching two segments of the Homer Township Fire Academy in 2008.

The 2006 Assistance to Fire Fighters Grant has been completed.

Community Foundation Grant has been completed.

Submitted a 2007 Assistance to Fire Fighters Grant Application for \$100,000 to buy new coats and pants for all fire fighters and fifteen new SCBA. The required matching funds would be 5% or \$5,000. No response at this time.

Received a DNR grant application form and submitted it for more fire hose and pagers. This is a 50/50 grant. Grant award notifications are due in November.

**Other Business.** None

Moved by Member Sagle, supported by Member Roehrs, to approve to adjourn the meeting at 5:55 p.m. Motion carried.

Nancy L. Roehrs  
City Clerk