

# MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan  
February 12, 2009

A Regular Meeting of the Mid-Michigan Community Fire Board was called by Secretary Nancy Roehrs to order at 5:48 p.m., on Thursday, February 12, 2009.

Members Present: Kevin Beeson, Don Long, Robert McConkie, James Mulder, Nancy Roehrs

Members Absent: None

Others in Attendance: Fire Chief Rich Apps, Assistant Chief Richard Prestage, Jerry Brush, Bill Coty and Hugo Gomez

Secretary Roehrs requested nominations for Chair and Vice Chair.

Moved by Member Beeson, supported by Member Roehrs, to nominate and elect Robert McConkie as Chair. Motion carried.

Moved by Member McConkie, supported by Member Mulder, to nominate and elect Kevin Beeson as Vice Chair. Motion carried.

## **Minutes.**

Moved by Member Beeson, supported by Member Roehrs, to approve the minutes of the regular meeting held on Thursday, November 13, 2008. Motion carried.

**Public Comments.** None

## **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Beeson, supported by Member Long, to approve the Claims & Accounts in the amount of \$31,326.75. Motion carried.

## **Financial Statements.**

The Fire Board reviewed the Financial Statements for October, November and December of 2008.

Moved by Member Beeson, supported by Member Mulder, to approve the Financial Statements for October, November and December of 2008. Motion carried.

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

- There have been 1 fire and 2 mutual aid fires, 17 rescue runs, 0 dive rescues and 0 Jaws-of-Life run.
- Total runs for 2008: 51 fires, 24 Mutual Aides, 0 Dive Rescues, 2 Jaws-of-Life and 269 Rescue runs.
- Tyler Davison, Casey Scott and Brian Wood are in Fire Academy.
- All of the apparatus are due for service in February.
- D. Childs, H. Gomez, S. Muscott, B. Scott and D. Dickman completed a Medical First Responder class and are waiting to write their exam for licensing.
- W. Coty, H. Gomez and B. Scott attended risk management conference.
- T. Allen, R. Apps, J. Brush, D. Childs, B. Coty, J. Henry, J. Hawley, R. Prestage, J. Smith, and C. Williams attended Fire Chief 101 a leadership & management class.
- Bader & Sons purchased the house next to their business for demolition. They made the house available to the fire department for training. Two trainings were held there one for search and rescue, forcible entry, overhaul ventilation, self-rescue, building construction and the use of power hand tools.
- Construction of the new office and conference room are near completion.
- Requested sealed bids for purchase of turn-out gear and SCBA under the FEMA grant.

Chief Apps presented the Fire Board Members with a packet of information regarding the structure of the fire department, roster of fire fighters and a list of equipment currently own and vehicles to be replaced.

The Fire Board thanked Chief Apps for putting the information together and reviewing it with them.

Chair McConkie stated that the fire department did a study for the best location to construct a new fire hall a couple of years ago. The result of the study was that the best location is where the fire hall is currently located. The city is planning on looking for alternate sites to build a new city hall. Once a new city hall is constructed the property where city hall is would be available for the fire department to construct a new facility.

### **Appointment of Bill Coty.**

Fire Chief Apps requested approval of the appointment of William Coty as Second Lieutenant.

Moved by Member Beeson, supported by Member Roehrs, to approve the appointment of William Coty as Second Lieutenant. Motion carried.

### **Review Proposed 2009-2010 Budget.**

The Fire Board discussed the Proposed 2009-2010 Budget.

Member Roehrs explained the formula that is used to calculate each entity's share of the cost for the fire department budget.

Member Beeson stated that the amount of funds to be put in reserve for future vehicle purchase should be increased from \$25,000 to \$50,000. The department needs to replace vehicles in the near future and money has to be set aside since the equipment fund was depleted with the purchase of the tanker in 2007 and grass rig in 2008.

The Fire Board discussed the impact on each entity's budget by increasing the reserve expense by \$25,000.00.

The consensus of the board was to review the proposed budget with the increased amount for the transfer to reserve to \$50,000 with their local government officials to determine if their budgets could handle the cost. It was recommended that the Fire Board Members should contact Chair McConkie after they review the fire board budget at their meetings.

Member McConkie stated that the Fire Board can adopt the Fire Department Budget at the May meeting.

Chief Apps wanted to know if they should proceed to get bid specs together for a new truck chassis to replace the old 1979 Pumper Truck.

The Fire Board instructed Chief Apps to get bid specs ready so they can apply for a FEMA Grant to possible purchase the chassis for the truck.

**Other Business.**

Member Roehrs inquired if the Fire Board wanted Rehmann Robson to do an audit presentation for fiscal year ending June 30, 2008.

The consensus of the board was not to have Rehmann Robson to a presentation of the audit.

Moved by Member Roehrs, supported by Member McConkie, to approve to adjourn the meeting at 7:15 p.m. Motion carried.

Nancy L. Roehrs  
City Clerk

# MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan  
May 27, 2009

A Regular Meeting of the Mid-Michigan Community Fire Board was called by Chair Robert McConkie to order at 5:33p.m., on Wednesday 27, 2009.

Members Present: Chair Robert McConkie, Kevin Beeson, Don Long, James Mulder, Nancy Roehrs

Members Absent: None

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

## **Minutes.**

Moved by Member Beeson, supported by Member Long, to approve the minutes of the regular meeting held on Thursday, February 12, 2009. Motion carried.

**Public Comments.** None

## **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Beeson, supported by Member Long, to approve the Claims & Accounts in the amount of \$40,043.10. Motion carried.

## **Financial Statements.**

The Fire Board reviewed the Financial Statements for January, February, March and April of 2009.

Moved by Member Long, supported by Member Mulder, to approve the Financial Statements for January, February, March and April of 2009. Motion carried.

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

- There have been 23 fire and 11 mutual aid fires, 84 rescue runs, 0 dive rescues and 2 Jaws-of-Life runs through May 1, 2009.
- Tyler Davidson, Casey Scott and Brian Wood will finish Fire Academy this month.
- Dick Dickman is on medical leave.
- All of the apparatus were serviced in February.
- S. Muscott and B. Coty attended a Strategies and Tactics Class March 28th.

- B. Coty, R. Salladay and B. Scott attended Critical Incident Debriefing training March 23 and 24.
- R. Prestage, H. Gomez, R. Apps, J. Smith, D. Best, J. Brush and B. Coty attended a class on Hybrid Vehicles and Emergency Responders on May 5 & 6, sponsored by General Motors and Shaheen Chevrolet in Mt. Pleasant.
- Hosting a Helicopter Landing Zone Class May 11, sponsored by Aero-Med. Aero-Med is giving each department a LZ kit that includes weighted lights for marking the LZ. The kits cost \$160.00 each if they are purchased.
- Construction of the new office and conference room are completed.
- Ordered turn-out gear and SCBA under the FEMA Grant. Delivery for the turn-out gear is late June. No estimated time for the SCBA.
- Gave the Fire Board examples of job evaluation forms used in various municipalities. Should have a job description of the fire chief's position.
- There has been discussion at the last two county Fire Chiefs Association meetings about joint purchasing for the departments.
- Have discussed with Chief Nelson of Ithaca and Chief Pratt of Alma about mutual-aid dispatch protocol for the three departments.
- Submitted a FEMA Grant Application for 2009/2010 in the amount of \$325,000.00 for the purchase of a new fire truck.
- Christians Caring for Community donated \$310.00 for Carbon Monoxide detectors to install in homes.
- An individual donated \$350.00 for Smoke Detectors to be installed in homes.
- Recently received application for the annual DNR Grant will submit an application for \$2,000.00 in funding and would cost \$1,000.00 to the department.

Moved by Member Roehrs, supported by Member Beeson, to receive and place on file the Fire Chief's Report. Motion carried.

The Fire Board discussed submitting a grant application to USDA to fund the purchase of the new fire truck. The Fire Board recommended that the Fire Chief submit a grant application to the USDA because there is funding available at the present time.

### **Approve 2009-2010 Budget.**

The Fire Board discussed the 2009-2010 Budget.

Member Beeson stated that Pine River Township approved their budget with the extra amount of funds to be put in the fire department reserve for the purchase of future equipment.

Member Long stated that Bethany Townships approved the increased amount in the budget for the reserve equipment account.

Member Mulder stated that Jasper Township had not approved the extra funding for the reserve equipment account.

Chair McConkie stated that St. Louis does not approve the city's budget until June 2, 2009.

Member Mulder stated that Jasper Township had some unforeseen expenditures for their budget and with revenues down not sure that they can afford the increase.

Chair McConkie Bob suggested that the Fire Board adopt the budget without the additional amount in the Transfer to Reserve line item and then at a later date amend the budget to add the extra amount if the entities have funds available.

Moved by Member Beeson, supported by Member Long, to approve the Mid Michigan Community Fire District Budget for Fiscal Year Ending June 30, 2010, with the original amount of \$204,862.00, and to amend the budget to \$229,862.00 at a later date if the entities have funds available to increase the Transfer to Reserve line item to \$50,000.00. Motion carried.

### **Other Business.**

The Fire Board discussed meeting dates.

Member Roehrs stated that the Fire Board Agreement states that the meetings are to be held on the third Thursday of each of the months of February, May, August and November.

The Fire Board recommended that Member Roehrs have the Attorney amend the Mid Michigan Community Fire Board Agreement for the Fire Board to hold an annual meeting the second Thursday of February at 5:30 p.m. and at that meeting the rest of the meeting dates are set for the year.

The Fire Board set the next meeting date and time for Thursday, August 13, 2009, 5:30 p.m.

Moved by Member Roehrs, supported by Member Beeson, to approve to adjourn the meeting at 6:35 p.m. Motion carried.

Nancy L. Roehrs  
City Clerk

# MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan  
August 13, 2009

A Regular Meeting of the Mid-Michigan Community Fire Board was called by Chair Robert McConkie to order at 5:42 p.m., on Thursday, August 13, 2009.

Members Present: Chair Robert McConkie, Don Long, Nancy Roehrs

Members Absent: Kevin Beeson (excused) Jim Mulder

Others in Attendance: Fire Chief Rich Apps, Captain Jim Smith, Bill Coty, and Brian Wood

## **Minutes.**

Moved by Member Long, supported by Member Roehrs, to approve the minutes of the regular meeting held on Wednesday, May 27, 2009, subject to the correction on page 33 paragraph 9 line 1 should read "Carbon Monoxide". Motion carried.

**Public Comments.** None

## **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Roehrs, supported by Member Long, to approve the Claims & Accounts in the amount of \$123,026.93. Motion carried.

## **Financial Statements.**

The Fire Board reviewed the Financial Statements for May, June and July of 2009. Amend the budget.

Moved by Member Roehrs, supported by Member Long, to approve the Financial Statements for May, June and July 2009. Motion carried.

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

- There have been 37 fire and 11 mutual aid fires, 160 rescue runs, 0 dive rescues and 5 Jaws-of-Life runs through July 31, 2009.
- Tyler Davidson, Casey Scott and Brian Wood received their Fire Fighter II certifications.
- Dick Dickman is still on medical leave.
- Two fire fighters were injured at the Baxter Manufacturing fire on July 14<sup>th</sup>. One was treated at E.R. and released. The other underwent hand surgery in Detroit on July 15<sup>th</sup> and will be off work probably until mid-October, or later.

- Lieutenant Jerry Brush has resigned from the department due to employment changes and living out of town during the week.
- The fire fighters have requested that the Fire Board consider creating a position of “Chaplin” for the department. This person would assist with counseling support to fire fighters and be available at some scenes to assist family members if there is a major loss, injury or death. This request comes as a result of the CISD training that three fire fighters participated in earlier this year.
- Luverne Pumper: Main pump drain has been repaired. The foam system was flushed vigorously and appears to be functioning properly. The solenoid for the primer motor had to be replaced. Pump service and testing was completed in July.
- One Pumper: Pump service and testing was completed in July.
- Spencer Rescue: Replaced one rear emergency light and front bumper lights have been repaired.
- Chief’s Car: Windshield needs repair and have done some work on the front end. May need rotors and brake pads this fall.
- New turn-out gear was delivered June 6, 2009. Training on the proper use and care of the gear was done that evening and gear was issued.
- New SCBA were delivered June 15, 2009. Mask fit-testing and training on the new SCBA was done that evening. New mounting brackets had to be installed in E-621 and E-622 to hold the carbon fiber cylinders without causing damage to them.
- There was a balance of the FEMA Grant of \$5,000 that was not spent. Received approval to spend the \$5,000 on projects that are directly related to the grant. Ordered 24 additional face pieces so each fire fighter can have their own face piece.
- The renewal application for the department’s M.F.R license has been submitted.
- The department received 32 high visibility, 5-point break away vests from Region I Homeland Security Grant. This was made possible by John Aten, Gratiot County Emergency Management.
- Submitted a DNR grant application for; 6-1 ¾” hose lines, 6 stored pressure water extinguishers, and 2 Minitor V pagers. Total of the application is \$2470.00 and is a 50/50 matching grant. Money for our obligation will come from the 2009-10 budget.
- Annual hose testing has been completed. All hose passed the testing.
- Ron Salladay donated a used washing machine for the fire fighter use at the station. Would like to purchase a heavy duty front load washer for approximately \$1,000.00 to remove contaminants from the turnout gear and to prolong the service life of the gear.

The Fire Board discussed the position of Chaplin for the Fire Department. The consensus of the Board was favorable and Fire Chief Apps would provide more information to the Fire Board at the next meeting about the position.

Moved by Member Roehrs, supported by Member Long, to receive and place on file the Fire Chief’s Report. Motion carried.

### **Discussion on Fire Board Agreement Amendment.**

Chairman McConkie stated that at the last meeting the board wanted to change the Fire Board District Agreement to be able to set the meeting dates and times for each calendar year at the annual meeting held on the 2<sup>nd</sup> Tuesday of February.

Member Roehrs stated that Attorney Fortino drafted the Amendment to the Fire Board Agreement and the matter was put on the meeting's agenda for discussion before each member took the Agreement to their Boards for approval and authorization to sign the Agreement.

Chair McConkie stated that two of the board members were not present at the meeting and recommended that letters be sent to Pine River Township and Jasper Township to review the Amendment to the Agreement with their Boards for approval and authorization to execute the Amendment at the next Fire Board Meeting. He also, requested that the Fire Board extend an invitation to all of the Board Members of the District to attend the Fire Board Meeting on November 19, 2009, at 5:30 p.m.

Moved by Member Roehrs, supported by Member Long, to approve recommendation that the Fire Board Members have the Amendment to the Mid Michigan Fire District Agreement approved and authorize the Supervisors and Mayor and City Clerk to execute to the Agreement at the next Fire Board Meeting. Motion carried.

**Other Business.**       None

Moved by Member McConkie, supported by Member Roehrs, to approve to adjourn the meeting at 6:12 p.m. Motion carried.

Nancy L. Roehrs  
City Clerk

# MINUTES OF THE MID-MICHIGAN COMMUNITY FIRE BOARD

St. Louis, Michigan  
November 19, 2009

A Regular Meeting of the Mid-Michigan Community Fire Board was called by Chair Robert McConkie to order at 5:30 p.m., on Thursday, November 19, 2009.

Members Present: Chair Robert McConkie, Kevin Beeson, Don Long, Jim Mulder, Nancy Roehrs

Members Absent: None

Others in Attendance: Fire Chief Rich Apps, Assistant Fire Chief Dick Prestage, Captain Jim Smith, Carol Aldrich, and Roxanne

## **Minutes.**

Moved by Member Long, supported by Member McConkie, to approve the minutes of the regular meeting held on Thursday, August 13, 2009. Motion carried.

## **Claims & Accounts.**

The Fire Board reviewed the Claims & Accounts.

Moved by Member Long, supported by Member Mulder, to approve the Claims & Accounts in the amount of \$29,824.77. Motion carried.

## **Financial Statements.**

The Fire Board reviewed the Financial Statements for July, August, and September of 2009.

Moved by Member Long, supported by Member Mulder, to approve the Financial Statements for July, August, and September of 2009. Motion carried.

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

- There have been 45 fires and 11 mutual aid fires, 233 rescue runs, 0 dive rescues and 7 Jaws-of-Life runs through November 1, 2009.
- The second fire fighter injured at the Baxter Manufacturing fire returned to duty on October 15, 2009.
- Dick Dickman is still on medical leave.
- Former fire fighter Alex Velazco has been re-instated since he is not going to work out of state.
- Have hired three new fire fighters: Trevor Allen, Cody Eyer and Gerald Leonard. They will begin Fire Fighter Academy in December.

- Annual physicals are in process at this time.
- Fire Fighter Casey Scott is scheduled for a one year deployment to Afghanistan starting in June.
  
- All apparatus have been serviced.
- D. Best attended a seminar on handling football injuries.
- W. Coty and J. Hawley attended a Fire Instructor Orientation class in Traverse City.
- The renewal for our M.F.R. license has been received.
- During Fire Prevention Week Fire Fighters made fire safety presentations in the elementary schools and gave station tours for the kindergarten classes.
- The new base radio has been installed in the office.
- The fire radios in Gratiot County are experiencing significant interference from Bay County Police radios. Mr. Duflo at Central Dispatch and ProComm are working to correct the problem.
- Annual SCBA function testing was completed in August with few repairs needed.
- The FEMA Assistance to Fire Fighters Grant has been completed and closed out.

Moved by Member Long, supported by Member Mulder, to receive and place on file the Fire Chief's Report. Motion carried.

Member Beeson joined the meeting at 5:38 p.m.

### **Discussion on Position of Chaplin.**

The Fire Board discussed creating the position Chaplin for the fire department.

Moved by Member Mulder, supported by Member Long, to approve authorization for the Fire Chief to proceed to create the position of Chaplin for the fire department. Motion carried.

### **Amendment to Fire Board Agreement.**

Chair McConkie stated that the Saint Louis City Council approved the Mayor and City Clerk to sign the Amendment to the Fire Board Agreement.

Member Long stated that Bethany Township Board approved the Amendment.

Member Beeson stated that Pine River Township Board approved the Amendment.

Member Mulder stated that Jasper Township Board approved the Amendment.

The members proceeded to execute the Amendment to the Fire Board Agreement.

### **Propane Emergency Response Network Agreement.**

Chair McConkie stated that the Fire Board has been requested to enter into an agreement with the Propane Emergency Response Network to respond to propane emergencies. Chair McConkie wanted to know if an attorney should review the agreement.

Moved by Member Roehrs, supported by Member Long, to approve the Propane Emergency Response Network Agreement and authorize Chair McConkie to execute the Agreement subject to the approval from an Attorney. Motion carried.

**Other Business.**

Chair McConkie welcomed Jasper Township Clerk and Treasurer to the meeting.

Clerk Aldridge commended the Mid Michigan Community Fire District Board and Fire Fighters on the good service that they do for the community.

Moved by Member Beeson, supported by Member Roehrs, to approve to adjourn the meeting at 6:03 p.m. Motion carried.

Nancy L. Roehrs  
City Clerk