

A Regular Meeting of the Mid-Michigan Community Fire Board, held at the St. Louis City Hall, was called to order by Chair Kevin Beeson at 5:30p.m., on Tuesday, February 13, 2018.

Members Present: Chair Kevin Beeson, Vice-Chair Kurt Giles, Bobbie Marr, Carmen Bajena
Members Absent: Don Long
Others in Attendance: Fire Chief Rich Apps, Bill Coty, Brian Wood, Ron Salladay, Ralph Echtenaw.

Election of Chair and Vice-Chair.

Moved by Member Giles, supported by Member Marr, to approve the appointment of Kevin Beeson as Chairman of the Mid-Michigan Community Fire Board. All ayes carried the Motion.

Moved by Member Marr, supported by Member Bajena, to approve the appointment of Kurt Giles as Vice-Chair of the Mid-Michigan Community Fire Board. All ayes carried the motion.

Minutes.

Moved by Member Giles, supported by Member Bajena, to approve the minutes of the November 14, 2017 meeting. All ayes carried the motion.

Public Comment.

Ron Salladay thanked the board for supporting fire safety. Also thanked Next Level for Donating part of the T-shirts. They like to put things in the kids hands and feel that the shirts and the program is really well received by the kids. The Board in turn thanked Ron for his service to the fire department and the education program for fire safety. Chief Apps added that Ron always works hard to stay in budget. Member Bajena added from her perspective being at the schools that the kids really enjoy the program and it gives them a sense of community.

Claims and Accounts.

The Fire Board reviewed the Claims & Accounts.

Moved by Member Giles, supported by Member Bajena, to approve the Claims & Accounts for November 1, 2017 to January 31, 2018 in the amount of \$58,610.68. All ayes carried the motion.

Financial Statements.

The Fire Board reviewed and discussed the Financial Statements of January 31, 2018 and placed on file.

Audited Financial Statements.

Audited Financial Statements for year ended June 30, 2017 were reviewed and placed on file.

Set Meeting Dates & Times.

Moved by Member Marr, supported by Member Giles, to approve meeting dates and times for the mid-Michigan Community Fire Board for 2018-2019 as the 2nd Tuesday of August, November, February and May at 5:30 pm, meetings to be held at City Hall. All ayes carried the motion.

Meeting Schedule will be as follows:

August 14, 2018

November 13, 2018

February 12, 2019

May 14, 2019

Fire Chief's Report.

The Fire Chief's Report was reviewed, discussed, and placed on file.

Chief Apps added that Bill Coty is doing a great job with this program. He has obtained funding for it and it continues to pay for itself. Additionally the State Fire Marshall is holding our training program out as the example to follow.

Adoption of a Fund Balance Policy – Resolution 2018-01

The following preamble and resolution were offered by Member Marr, and supported by Member Giles.

WHEREAS, the Mid-Michigan Community Fire Control Board finds it necessary to formalize policies regarding the maintenance of its fund balance.

NOW THEREFORE BE IT RESOLVED, the Mid-Michigan Community Fire Control Board hereby establishes the following fund balance policy.

Purpose: The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to establish a key element of the financial stability of the Mid-Michigan Community Fire Control District. Unassigned fund balance is an important measure of economic stability. It is essential that the District maintain adequate levels of unassigned fund

balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the District's general operations. Additionally, the policy authorizes and directs that annual financial reports be prepared which accurately categorize funds balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

General Policy: Fund balance is essentially the difference between the assets and liabilities reported in a governmental fund. There are five separate components of fund balance, each of which identifies the extent to which the District is bound to honor constraints on the specific purpose for which amounts can be spent.

1. Nonspendable fund balance (inherently nonspendable)
2. Restricted fund balance (externally enforceable limitations on use)
3. Committed fund balance (self-imposed limitations on use)
4. Assigned fund balance (limitation resulting from intended use)
5. Unassigned fund balance (the residual classification of general operations)

Provisions:

Nonspendable and Restricted Funds: Nonspendable funds are those funds that cannot be spent because they are either: 1) not in spendable form (e.g. inventories and prepaids); 2) Legally or contractually required to be maintained intact (e.g. permanent corpus). Restricted funds are those funds that have constraints placed on their use by an external party or constitutional provisions or enabling legislation (grants, contributions, specific fee mandates). Nonspendable and Restricted Funds will be maintained and summarized in the District's annual financial report.

Committed Funds: The Mid-Michigan Community Fire Control Board, as the District's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as majority vote or resolution. These committed amounts cannot be used for any other purpose unless the Board removes or changes the specific use through the same type of formal action taken to establish the commitment. Board action to commit fund balance needs to occur within the fiscal reporting period, no later than June 30th; however, the specific amount committed can be determined in a subsequent period. Annually in the budget an amount will be specified for transfer to an Equipment Commitment. Additionally, at June 30th, funds over the amount of the minimum established Unassigned Fund Balance will be committed for Equipment.

Assigned Funds: Amounts that are constrained by the Board's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Board Treasurer for the purpose of reporting these amounts in the annual financial statements.

Minimum Unassigned Fund Balance: The Board is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. A minimum level of the greater of \$200,000 or 75% of the next operating budget is expected to be maintained barring unusual or deliberate circumstances.

Ayes: Marr, Giles, Bajena, Beeson

Nays: NA

Absent: Long

Resolution declared adopted this 13th day of February, 2018.

Adoption of the 2018-2019 Budget – Resolution 2018-02

The following preamble and resolution were offered by Member Marr, and supported by Member Giles:

WHEREAS, it is necessary for the Mid-Michigan Community Fire Control Board to authorize the expenditure level and contributions from the respective entities for the 2017-2018 fiscal year.

WHEREAS, the Mid-Michigan Community Fire Control Board has reviewed the summaries of prior year results and the requests made by the Fire Chief for the upcoming year.

NOW THEREFORE IT BE RESOLVED, the Mid-Michigan Community Fire Control Board has adopted its budget for the 2018-2019 Fiscal Year summarized as follows:

FUND BALANCE CHANGE	2018-2019
Beginning Balance - Committed for Equipment	145,135
Additions to Equipment Commitment	30,000
Expenses - Use of Equipment Funds	-
Ending Balance - Committed for Equipment	175,135
Beginning Balance - Unassigned	208,595
Revenue	278,126
Expenses	(248,126)
Transfers to Equipment Commitment	(30,000)
Ending Balance - Unassigned	208,595

BE IT FURTHER RESOLVED that member contributions are expected as follows for the 2018-2019 Fiscal Year. One half will be payable July 2018 and the other half payable January 2019.

	St. Louis	Bethany	Jasper	Pine River	Total
Member Contributions 2018-2019	93,340.79	42,972.00	71,291.49	62,621.72	270,226.00

BE IT FURTHER RESOLVED that authorized salary and per diem rates shall be as follows:

Fire Chief	\$2,448 annual
Assistant Chief	1,479 annual
Captain	985 annual
Lieutenant	617 annual
2 nd Lieutenant	281 annual
Equipment Officer	561 annual
Training Officer	561 annual
Fire Fighter II runs/drills	28.05 per run
Rookie run/drills	9.69 per run
Rescue runs	25.25 per run

BE IT FURTHER RESOLVED that the adoption of this budget is at the total operating level. Officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized.

BE IT FURTHER RESOLVED that payment of claims (bills) shall be approved by the Fire Chief and/or the City of St. Louis Manager prior to being paid. The City Treasurer may authorize the payment of payroll related items as well as certain bills prior to approval to avoid late penalties, service charges and interest (primarily utilities). The Mid-Michigan Community Fire Control Board shall receive a list of claims (bills) paid for their concurrence of approval at the next Board meeting.

BE IT FURTHER RESOLVED that the Board Treasurer shall provide the Board at each meeting a report of fiscal year to date revenues and expenditures compared to the budgeted amounts of the Fire Department.

BE IT FURTHER RESOLVED that the Fire Chief and Board Treasurer will monitor the budget. Whenever it appears that the actual and probable revenues will be less than the estimated revenues upon which appropriations were based, and when it appears that expenditures will exceed an appropriation, the Treasurer shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or use of fund balance or both.

Ayes: Marr, Giles, Bajena, Beeson

Nays: NA

Absent: Long

Resolution declared adopted this 13th day of February, 2018.

Other Business.

Chairman Beeson would like to establish a committee for policy review to help the Chief with updating and getting some formal policies in place. Member Bajena and Member Giles volunteered to be on this committee. The Chief will be in touch at a later date to establish some meeting times.

Public Comment.

Ralph Echtenaw suggested that Fire Runs and Minutes be available on line. Member Marr explained that the fire department does not have a website beyond facebook pages but we are considering including on the City's website however time and staff are limited.

Moved by Giles, supported by Marr, to adjourn the meeting at 6:21 p.m.

Bobbie Jo Marr, Secretary