

**Cedar Area Fire & Rescue Board
Regular Meeting
Thursday, April 6, 2023 at 2:00 pm
Cedar Fire Department**

Call to Order

Chairman Greg Julian called the meeting to order at 2:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, John Imboden, Chris Comeaux, John DePuy and Ron Schaub. Andy Doornbos and Dana Boomer was present as staff.

Discussions/decisions will be for the direction of the Cedar Area Fire & Rescue Board as previously published, per the Open Meetings Act. Potential quorums of township boards will be noted in the minutes.

Citizens Comments – None

Consideration of Agenda – The board briefly discussed the agenda. Doornbos asked to add Part-Time Hiring to Unfinished Business. **Motion by Imboden to approve the agenda as amended, second by Comeaux. All in favor, motion carried.**

Minutes: Approval of March 2, 2023 General Meeting Minutes – **Motion by Schaub to approve the March 2, 2023 General Meeting Minutes as presented, second by Imboden. All in favor (DePuy abstained), motion carried.**

Correspondence Received – Doornbos received a letter and resolution from Menominee County regarding the Resolute Forest Products warehouse fire in 2022. Menominee County thanked Cedar and all of the other agencies that responded to that fire.

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for March. The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

Comeaux moved to accept the March vendors payable as presented, DePuy seconded. All in favor, motion carried.

Imboden moved to accept the March payrolls as presented, DePuy seconded. All in favor, motion carried.

The board discussed the financials for the month. These are tentative year end numbers – final numbers will be presented in May. At that point, the board will further discuss whether to place additional funds in the contingency account or pay back additional money to the capital fund.

Schaub moved to accept the March financial statements as presented, Imboden seconded. All in favor, motion carried.

Unfinished Business:

- a. Full-Time Employment Update/Hiring – Doornbos stated that Derek Smith has withdrawn his acceptance of Cedar’s full-time offer to take a position elsewhere. Smith will be continuing as a part-time member at Cedar. Doornbos stated that he has several people that may be interested in the open full-time position, so he will be exploring those options and recommended that the position not be re-posted at this time.
- b. 2022/23 Audit – At the March meeting, the board requested a three-year quote from Tobin & Co to compare with the three year quote from Gabridge. Tobin quoted \$3,250 for the first year, \$3,350 the second year, and \$3,450 the third year, with up to \$100 per year in out-of-pocket costs. This is substantially lower than the Gabridge quote. The board discussed moving back to Tobin after using Gabridge for three years. **Comeaux moved to approve a three-year contract with Tobin & Co; Imboden seconded. All in favor, motion carried.**
- c. Part-Time Hiring – Doornbos stated that he received a part-time employee application from Nick Grzesik. Grzesik was a long-time member of Almira, and now is back in the area working for Cherryland Electric and would like to start working in the fire service again. He is already a FF/EMT, and Doornbos recommends that he be hired as a part-time employee. **DePuy moved to hired Nick Grzesik, as a part-time FF/EMT, effective 4/6/2023. All in favor, motion carried.**

New Business:

- a. Board Policies and Procedures Update – Boomer presented a draft update to the board policies and procedures (see attached), which covered pay rates for board members, as well as making other cleanup edits. The board discussed pay rates, and determined to keep \$175 per meeting as the rate for all board and board committee meetings going forward. **DePuy moved, Comeaux seconded to approve the updated policies and procedures document, with a per-meeting rate of \$175. All in favor, motion carried.**
- b. AED Purchase – Doornbos stated that one of the department AEDs went out of service at the end of its useful life. He would like to purchase three new AEDs, which would replace the one that went out of service, one that uses different pads, and put a new one in the new chief vehicle. The total price would be \$3,135, which he would like to spend from the capital fund. **DePuy moved, Comeaux seconded to purchase three new AEDs for \$3,135 from the capital fund. All in favor, motion carried.**
- c. Any New Business – None

Reports:

- a. Fire Chief – The Chief’s Report was provided in the meeting packet. Doornbos summarized his report. The board briefly discussed. Doornbos has been working on financing options for a new ambulance. He spoke with Cherryland, and they do not have the funds for a loan for the new ambulance. He asked the board what they would like his next step to be. The board discussed potential financing options for the ambulance. Comeaux asked if the rate through the manufacturer would be locked in now, even though the ambulance build wouldn’t start for another two years. DePuy stated there may be additional federal financing available for ambulance purchases coming forward. Doornbos will look into additional details on the manufacturer financing and what the necessary timeline would be, and will plan to bring this to the May meeting.
- b. Department Staff – None
- c. Chairman – Julian stated that he has been speaking with a number of local realtors, and he can put the new employees in touch with them if they are looking to purchase homes in the area. There is another interlocal agreement meeting scheduled for April 27.

Citizens Comments – None

Board Member & Chair Comments – DePuy and Comeaux welcomed the new employees to the department. Imboden has been working with Doornbos to learn about the capital projections.

DePuy will not be at the May meeting.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, May 4, 2023 at 2 pm.

Comeaux moved, Schaub seconded to adjourn the meeting. With no further business, Julian adjourned the meeting at 3:03 pm.

Respectfully submitted,
Dana Boomer
Recording Secretary

Cedar Area Fire & Rescue Board Policies and Procedures

1. Meetings

- a. The Fire Board, at its ~~December~~March meeting will establish a schedule of regular board meetings for the upcoming ~~calendar~~ fiscal year (~~January~~April 1 thru ~~December~~ March 31 ~~of the following year~~). Meeting schedule is to be posted at the fire hall, in the Leelanau Enterprise newspaper, and on the Cedar Area Fire website (www.leelanau.gov).
- b. All meetings will be held at the Cedar Area Fire Station in Cedar, Michigan, (unless otherwise agreed upon by the board, 30 days prior to scheduled meeting(s))
- c. Meeting agenda's and Fire Chief's report shall be emailed to all Fire Board members at a minimum of 48 hours in advance of scheduled regular Fire Board meetings.
- d. All meetings will be conducted utilizing the rules of parliamentary practice as set forth in "Robert's Rules of Order", provided they are not inconsistent with standing rules and orders of the Fire Board or any existing laws of the State of Michigan. When necessary, the vice-chairperson will serve as sergeant-at-arms to retain order.
- e. Fire Board workshops and/or special committee meetings may be approved and set by the Fire Board Chairperson for purposes of addressing special issues- i.e. equipment, training, manpower, etc.
- f. Fire Board staff shall post necessary public notices, as required by the Open Meetings Act, 1976 PA 267, as amended. Special meeting shall be posted a minimum of 18 hours prior to the special meeting. All public notices shall be posted at the Cedar Area Fire Station in Cedar and on the Cedar Area Fire website located at www.leelanau.gov

2. Board Members

- a. Terms for Fire Board members will begin on April 1 of the year designated and will end on March 31 of the last year of the term, as noted in the Interlocal Fire Department Agreement, dated 9/15/2015.
- b. ~~Board members may serve, at the request of the Fire Board, on ad hoc committees (county, state, or other, whose purposes also serve those of the Cedar Area Fire & Rescue Department). Remuneration for board members serving on these committees will be at 60% (sixty percent) of Fire Board meeting rates, plus applicable mileage, with no more than 6 meeting in a 12 month period.~~

- c. The Fire Board may elect to recommend the removal of any board member to the respective township or townships for reasons of, non-participation, unprofessionalism, absenteeism, or violation of Board policies. This action would require a motion and majority vote of a quorum of the membership.
- d. All Fire Board members shall avoid situations which provide for a conflict of interest, a conflict of interest shall be at the minimum- initiating, deliberating, voting, or reviewing an action by the fire board, in which the board member (or relatives) stand to have a financial gain, as a result of their actions. Fire board members should declare a possible conflict of interest following approval of the agenda and remove themselves from the deliberations.

3. Fire Board Pay

- a. Fire Board pay for regular and special board meetings will be \$175 per meeting.
- a.b. Fire Board pay for committee meetings, including, but not limited to, union committee and hiring committee meetings, will be \$175 per meeting. Committee membership shall be determined by the Fire Board at a regular or special meeting and a meeting must be composed of at least two committee members to be eligible for the determined rate of pay. Non-board members who are appointed to committees will not receive the per-meeting rate. The Fire Board may determine a pay rate for those members on an as-needed basis.
- c. Board members may serve, at the request of the Fire Board, on ad hoc committees outside of the Cedar Area Fire & Rescue Board (county, state, or other, whose purposes also serve those of the Cedar Area Fire & Rescue Department). Remuneration for board members serving on these committees will be \$175 per meeting, at 60% (sixty percent) of Fire Board meeting rates, plus applicable mileage, with no more than 6 meetings in a 12 month period will be eligible for the determined rate of pay.
- b.d. The board chairperson will receive a stipend of \$200 per month for the duration of their term.
- e.e. Fire Board members will receive mileage at the federal mileage rate from their home to the meeting location and back.---