

APPROVED
Cedar Area Fire & Rescue Board
Regular Meeting
Thursday, May 20, 2021 at 7:00 pm
Cedar Fire Department

Call to Order

Chair Greg Julian called the meeting to order at 7:00 p.m with the Pledge of Allegiance. Present on roll call were Greg Julian, Rick Royston, John DePuy, Ron Schaub and Dan Leach. Andy Doornbos, Matt Maus, Joe Voiles, and Dana Boomer were 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. **Motion by DePuy to approve the agenda as presented, second by Royston. All in favor, motion carried.**

Minutes: Approval of April 15, 2021 General Meeting Minutes – The board briefly discussed. **Motion by Leach to approve the April 15, 2021 General Meeting Minutes as presented, second by Schaub. All in favor, motion carried.**

Correspondence Received – Chief Doornbos received a letter of thanks from Glen Lake Fire Department, regarding CAFR’s assistance at the recent fire at LeBear in Glen Arbor.

Financials –

Boomer had previously provided a handout to the board which detailed the financial statements for April. The beginning cash balance in the operating fund as of April 1 was \$89,853.97 and the ending cash balance as of April 30 was \$188,214.19. Income for the month was \$183,558.22. The vendors’ payables were \$42,840.69. The April payrolls were \$18,559.93 on 4/13 and \$19,999.17 on 4/28, as well as a retirement payment of \$2,894.46 on 4/6.

The board briefly discussed the vendors payable and payroll. The updated unpaid bills detailed list was presented, and briefly discussed.

Royston moved to accept the April vendors payable as presented, Leach seconded. All in favor, motion carried.

Royston moved to accept the April payrolls as presented, Schaub seconded. All in favor, motion carried.

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

Unfinished Business:

- a. Paramedic Program – Doornbos reported that the Munson paramedic program is still scheduled to start July 26, 2021, attended by Lt. Voiles and FF Maus; the change in attendance is due to FF Garris' resignation as a full-time employee. Royston remains concerned that it will make it hard to schedule if the department at any point loses a full-time member while there are two people in paramedic class. The board and staff briefly discussed; Doornbos is working with administrative and third-person staff to ensure shifts are covered. Royston also suggested the possibility of having a back-up plan of people from other local department rosters; Doornbos will discuss this further with Royston and the other local chiefs.
- b. Floor/Drain Work – Doornbos is working to get bids from commercial contractors for the complete project and permitting. Spence Brothers and Grand Traverse Construction have done walk throughs of the building; no documentation has yet been received back from them. The board discussed various methods for fixing the floor. The board then moved to a discussion of whether the work on the floor was considered maintenance and repair (and therefore funded by the fire department) or capital improvement (and therefore funded by Solon & Centerville Townships); and how much money should be spent by the fire department on a building that was not built to hold a full-time fire department. Concerns have been expressed by the Kasson Township Board regarding the department putting large amounts of money from the operations fund into major maintenance and improvement projects at the station, given that the building is owned by only two of the townships. The board briefly discussed the construction of a second station; Julian stated that at the last Kasson Township Board meeting, he was instructed by the board to meet with Cleveland Supervisor Tim Stein regarding the possibility of exploring the construction of a second station. That is in process.
- c. Union Negotiating Update – Julian and Royston reported that they have met with the union. A second meeting has been set for June 7.
- d. 2022/23 Budget – Schaub, Doornbos and Boomer met and reviewed the draft 2022/23 budget; it was then distributed to the board. The board briefly discussed. DePuy asked that there be a resolution drafted that all four townships could approve that allows the budget to go outside of the interlocal agreement – staff will work on this.

The board then moved to an extensive discussion of a contingency fund and how to fund it. Both the fire board and township boards have been adamant that a contingency fund be

created and maintained. The board discussed the extra money that was left over from the 2020/21 budget, as discussed in April. **Royston moved, Leach seconded to move \$40,000 to the unused savings account for a contingency fund. All in favor, motion carried.**

New Business:

- a. Air Compressor – Doornbos reported that the building air compressor is from 1969, and when a tech was recently brought in to work on it, the tech stated that it was a “bomb” and recommended immediate replacement. Since then, the air compressor has been shut off, due to the tech determining it to be dangerous to operate. Doornbos has gathered two quotes so far. He requested that the board approve an amount not to exceed \$3,000 from the capital fund for the purchase of a new air compressor for the building. **Royston moved, Leach seconded to approve spending an amount not to exceed \$3,000 from the capital fund on a new air compressor for the building. All in favor, motion carried.**
 - b. Full-Time Employee Open Position – Doornbos reported that Jake Garris has submitted a letter of resignation from his full-time position, effective May 31, 2021. Garris has requested to remain with the department in a part-time position. Doornbos has begun a search for a new employee. He hopes to have a recommendation for a new employee at the June meeting, to start prior to the paramedic class starting. The board asked for Leach to sit in on the exit interview with Garris.
- a. Any New Business – None

Reports:

- a. Fire Chief – The Chief’s Report was provided in the meeting packet. Doornbos summarized the main points of his report, and the status of all equipment in the department. The chief and board discussed the report.
- b. Department Staff – Boomer reported the audit is progressing well; there should be a draft for the board to review at the June meeting.
- c. Chairman – Julian briefly reviewed his discussion with Tim Stein regarding a second station; Stein will be discussing this with his board. The board and staff briefly discussed the recent National Park Service burn in Benzie County. Glen Lake School is having an open house May 27.

Citizens Comments – None

Board Member & Chair Comments – Schaub is happy that the board came to an agreement on the contingency fund; his board has been very firm that they wanted some of the surplus set aside. Leach agrees with Schaub, and is very happy about the contingency being formed. DePuy thanked Cedar and Leland for their work on the LeBear fire in Glen Arbor. Julian thanked everyone for their work on the budget.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, June 17, 2021 at 7 pm.

With no further business, Leach moved to adjourn the meeting at 8:17 pm, Royston seconded. All in favor, motion carried.

Respectfully submitted,

Dana Boomer
Recording Secretary