

**APPROVED**  
**Cedar Area Fire & Rescue Board**  
**Regular Meeting**  
**Thursday, May 4, 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. **Motion by Imboden to approve the agenda as presented, second by DePuy. All in favor, motion carried.**

Minutes: Approval of April 6, 2023 General Meeting Minutes – **Motion by Schaub to approve the April 6, 2023 General Meeting Minutes as presented, second by Imboden. All in favor, motion carried.**

Correspondence Received – Doornbos received letters from two citizens – one a thank you for assisting a couple with an issue with their smoke detectors, and one from a group of citizens whose homes were threatened by one of the spring wildfires, which was controlled without issue.

Financials –

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

**Schaub moved to accept the April vendors payable as presented, DePuy seconded. All in favor, motion carried.**

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

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

Boomer presented the year-end budget for FYE 2023. Between income over what was projected and expenses under what was projected, there was a surplus of just under \$70,000. The board discussed uses for this money – there is still \$60,000 to be repaid to the capital fund and the contingency fund is at just over \$80,000, which is less than two months of expenses. Schaub suggested paying \$20,000 in advance on the capital fund repayment. If, during the year, the department is in a good place it can then make the budgeted payments to the capital fund, but if the budget is tight with the new employees and other new expenses, the payments during the year might be deferred. He also proposed to put \$40,000 into the contingency fund, bringing that to \$120,000. The board discussed this proposal. DePuy would like to see a contingency fund of at least 10% of the annual budget, which would be met by the proposed \$40,000 transfer.

**Schaub moved to place \$40,000 into the contingency fund, and to pay an additional \$20,000 on the capital fund deficit, allowing the ability to defer the budgeted payments to the capital fund if needed during FYE 2024. Comeaux seconded. All in favor, motion carried.**

Unfinished Business:

- a. Full-Time Employment Update/Hiring – Doornbos stated that the hiring committee interviewed three candidates for full-time employment. An offer was extended to one candidate, who declined but is interested in joining the part-time roster. An offer has been extended to a second candidate on May 3; that candidate has not yet officially responded to the department. Doornbos recommends that the first candidate, Cobey Taylor, be brought on as a part-time member. **Schaub moved, Imboden seconded to hire Cobey Taylor as a part-time member as of 5/4/2023. All in favor, motion carried.**

New Business:

- a. 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.
- b. Department Staff – None
- c. Chairman – Julian has spoken with Betsy Coffia and John Damoose, the new legislators. He will be inviting them to join a CAFR meeting later this year, if they wish. He has been continuing to look for available properties for a new station for Cleveland and Kasson Townships.

Citizens Comments – None

Board Member & Chair Comments – DePuy stated that he sits on the ESAC Board for Glen Lake Fire, and they have been discussing additional water points on M-72. The board and chief briefly discussed – Doornbos will work with Ferguson on this. Imboden will be meeting with Doornbos on the long-term capital plan.

Imboden will be absent from the June meeting.

Next Meeting Date – The next regular board meeting is scheduled for Thursday, June 1, 2023 at 2 pm.

**Imboden moved, Schaub seconded to adjourn the meeting. With no further business, Julian adjourned the meeting at 3:13 pm.**

Respectfully submitted,  
Dana Boomer  
Recording Secretary