

A Regular Meeting of the Mid-Michigan Community Fire Board, held via Zoom virtual meeting platform, was called to order by Chair Kevin Beeson at 5:30p.m., on Tuesday, February 9, 2021.

Members Present: Chairman Kevin Beeson (from his vehicle somewhere in Florida), Vice-Chair Kurt Giles (from his St. Louis City Hall office), Carmen Bajena (from her Jasper Township home), Greg Mikek (from his Bethany Township home), Bobbie Marr (from her St. Louis City Hall office).

Members Absent: None

Others in Attendance: Fire Chief Bill Coty, Asst. Chief Dick Prestage, Rich Apps

Election of Chair and Vice-Chair.

Moved by Member Marr, supported by Member Giles, 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 10, 2020 meeting. All ayes carried the motion.

Moved by Member Giles, supported by Member Bajena, to approve the minutes of the January 18, 2021 work session. All ayes carried the motion.

Public Comment.

None.

Claims and Accounts.

The Fire Board reviewed the Claims & Accounts.

Moved by Member Giles, supported by Member Mikek, to approve the Claims & Accounts for November 1, 2020 to January 31, 2021 in the amount of \$64,996.72. All ayes carried the motion.

Financial Statements.

The Fire Board reviewed and discussed the Financial Statements of January 31, 2021 and placed on file.

Set Meeting Dates & Times.

Moved by Member Giles, supported by Member Bajena, to approve meeting dates and times for the mid-Michigan Community Fire Board for 2021-2022 as the 2nd Tuesday of August, November, February and May at 5:30 pm, meetings to be held at the Fire Station. All ayes carried the motion.

Meeting Schedule will be as follows:

- August 10, 2021
- November 9, 2021
- February 8, 2022
- May 10, 2022

Fire Chief's Report.

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

Adoption of the 2021-2022 Budget - Resolution 2021-01

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

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 2021-2022 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 2021-2022 Fiscal Year summarized as follows:

| FUND BALANCE CHANGE | 2021-2022 |
|---|----------------|
| Beginning Balance - Committed for Equipment | 287,996 |
| Additions to Equipment Commitment | 65,000 |
| Expenses - Use of Equipment Funds | (148,277) |
| Ending Balance - Committed for Equipment | 204,719 |
| | |
| Beginning Balance - Unassigned | 253,959 |
| Revenue | 322,575 |
| Expenses | (257,575) |
| Transfers to Equipment Commitment | (65,000) |
| Ending Balance - Unassigned | 253,959 |
| | |

BE IT FURTHER RESOLVED that member contributions are expected as follows for the 2021-2022 Fiscal Year. One half will be payable July 2021 and the other half payable January 2022.

| | St. Louis | Bethany | Jasper | Pine River | Total |
|--------------------------------|------------|-----------|-----------|------------|------------|
| Member Contributions 2021-2022 | 114,786.35 | 54,930.25 | 70,515.13 | 79,843.27 | 320,075.00 |

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

| | |
|--------------------------------|----------------|
| Fire Chief | \$2,611 annual |
| Assistant Chief | 1,577 annual |
| Captain | 1,050 annual |
| Lieutenant | 657 annual |
| 2 nd Lieutenant | 299 annual |
| Equipment Officer | 599 annual |
| Training Officer | 599 annual |
| Community Outreach Coordinator | 599 annual |
| Medical Coordinator | 599 annual |
| Records & Reports Coordinator | 599 annual |
| Medical Coordinator | 599 annual |
| Fire Fighter II runs/drills | 29.92 per run |
| Rookie run/drills | 10.33 per run |
| Rescue runs | 26.93 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: Giles, Bajena, Marr, Mikek, Beeson
 Nays: None
 Absent: None

Resolution declared adopted this 9th day of February, 2021.

Approve Standard Operating Procedures

Chief Coty asked for approval/concurrence of the Standard Operating Guidelines that were submitted to the board members in December.

Motion by Member Bajena, supported by Member Marr, to approve the Standard Operating Guidelines as written/revised 01/01/2021. All ayes carried the motion.

Chairman Beeson added clarification that the expectation is that the Fire Chief may revise as necessary and will bring such revisions or new policies to the board for concurrence.

Other Business.

Community Facility Loans and Grants (Equipment and Vehicles)

Chief Coty discussed potential equipment grants that may be available.

Moved by Member Marr, supported by Member Bajena, to authorize the Fire Chief (William Coty), Board Secretary (Bobbie Marr), and/or Assistant Chairman (Kurt Giles) execute and sign documents related to the pre-application submission, application, and acceptance of Community Facility Loans and Grants (Equipment and Vehicles) and to commit, as a first priority, Equipment Reserves as the Fire Department's share of match funds for the program to the extent needed. Additionally, this authorization, if needed, is extended to any other grant opportunities for equipment or vehicles which they may find applicable to our needs. All ayes carried the motion.

Public and Other Comment.

None.

The meeting was adjourned at 5:51 p.m.

Bobbie J Marr, Secretary