

**Bellaire District Fire Authority
Meeting Minutes
January 12, 2015**

1. **Call to Order:** Tim Hannert called the meeting to order at 7:05 PM.

Roll Call Attendance:

Present: Tim Hannert, Mike Bigelow, Roger Rainey & Jerry Basch.

Absent: None

Staff Present: Cathy Odom, Admin. Asst., Chief Joe Baker, Asst. Chief Chuck Shumaker.

Also Present: None

2. **Approval of Agenda:** The agenda was approved.

Motion by Basch, seconded by Bigelow, to approve the agenda as presented. Motion carried by voice vote.

3. **Approval of Minutes:** The minutes were approved.

Motion by Bigelow, seconded by Rainey, to approve the minutes of the December 8, 2014 meeting as presented. Motion carried by voice vote.

4. **Treasurer's Report:** The Treasurer's report was read and accepted.

5. **Payment of Bills/Transfers:** The bills were approved.

Motion by Basch, seconded by Bigelow, to approve the payment of bills in the amount of \$17,586.24. Motion carried by voice vote.

6. **Conflict of Interest:** None presented.

7. **Public Comment:** None presented.

8. **Old Business:**

- a) **Cost Recovery Ordinance Update:** Mr. Hannert attended the Kearney Township board meeting and they decided to pay the cost of legal counsel for the ordinance. He stated that there were a couple of typo and language corrections that had to be done to the ordinance. There was discussion of whether Custer Township should have an ordinance. Chief Baker noted that they would need their own. We can let them know when ours is complete and they can look at it. Mutual aid was discussed and Chief Baker said our mutual aid is county wide. We also have mutual aid services with Kalkaska & Charlevoix. The ordinance should be complete and ready to approve at the next meeting. There was discussion about who will process the invoices when needed and it was noted that we will invoice, but the township will set the rates.
- b) **Firefighter Recruitment:** High school notices, newspaper ads, raises and incentives were options discussed for recruiting more firefighters. There was discussion of possible changes occurring with the ambulance service. Chief Baker noted that they have set guidelines to determine when we are called out to help the ambulance service. He said at one point we were being called out every time and it was costing the fire department too much money. At that time we played a primary role, now our role is secondary. It was noted that we will discuss our role again once the changes to Allied are complete and Hannert said we should make sure we stay on top of the issue. Placing posters at the high school and notices in the paper to see if anyone is interested was discussed. It was noted that TBA has public service classes for law enforcement and fire department, which the students start at age 16-17. The hours also help toward the certifications. The students can choose between TBA or County education classes so speaking with the school counselor and getting him involved was suggested. Mr. Hannert will work on an ad for the newspaper and Chief will work on

promoting at the high school. Sign on and stage completion bonuses were discussed as possible options, but it was noted to check with legal counsel to make sure that it is an allowable expense.

9. New Business: None presented.

10. Discussion Items: None presented.

11. Reports:

a) **Project List Updates:** Nothing new to report.

- **Preplanning:** Nothing new to report
- **Dry Hydrant:** Nothing new to report.
- **Refurbishment:** Nothing new to report.

- **Building Improvement:** Chief Baker is looking at costs for a new ceiling. Once cost obtained was between \$900-\$1100. The floor in the board room will be about \$400-\$600 for the material, with labor costs still to be determined. Mr. Bigelow suggested going to the retail stores to gather samples to look at. He also suggested that if we replace ceiling tiles we may want to install recessed lighting. Chief Baker will look into the cost for lighting. Chief Baker will bring official quotes to the next meeting. Chief Baker informed the Board that the parking lot lighting is failing. He said it has been repaired too many times and should be replaced with an LED fixture. The light on the back also needs replacing and this will have to be done by an electrician. Costs will be brought to the next meeting.

- **Personnel:** Discussion previously occurred is these minutes.

b) **Cathy Odom:** reminded everyone that it is time to begin work on the 2015-16 budget.

c) **Roger Rainey:** Would like the Board to consider the purchase of tablets to help with the cost of so much paper.

d) **Jerry Basch:** asked if the Amazon issue was resolved. It was noted that it was.

e) **Chief Baker:** informed the Board that there is one potential candidate for hire. His name is Kevin Trowbridge. He will need some extra work due to an issue, but Chief Baker thinks he will do fine. After testing we will be able to know if this is something he can do. The program does offer special help if candidates need it.

f) **Mike Bigelow:** asked if a letter from AAA would help to lower our ISO rating. It was noted that it won't change unless a letter comes from the fire department.

12. Adjourn: Meeting adjourned at 8:35 P.M.

Compiled by Cathy Odom
Minutes are subject to approval.

Approved: _____

Date: _____