

Elsie Area Fire Association  
140 W Maple St  
Elsie, MI 48831

Elsie Area Fire Association Board Minutes for Board Meeting on July 10, 2024

Members Present: Green, Bowen, Freeman, Zemla, Wooley and Maynard

Fire Department Members Present: Ormes

Members Absent: None

Guests: Witt, Hall, McNamara, Helt, Bowen, Arnett, Tabor

Called to order by Green at 6:00 pm

The board and guests stood for the pledge of allegiance to the flag.

Zemla made the motion to approve the agenda as presented. Freeman supported the motion and motion carried.

Freeman made the motion to approve the minutes from the June 12<sup>th</sup>, June 17<sup>th</sup> and June 19<sup>th</sup> meetings as presented. Zemla supported the motion and motion carried.

Zemla made a motion to approve the Treasurers report with the following balances: \$131,136.42 in checking and \$44,347.53 in the money market. Wooley supported the motion and motion carried.

Zemla made a motion to approve the bills, checks & ACH debits, in the amount of \$3615.32 for June and \$4481.05 for July. Freeman supported the motion and motion carried.

Bowen made a motion to amend the budget in the following areas: take \$750, \$1565 & \$961 from Unallocated Balance and move to: \$750 Legal Fees, \$1565 Workers Compensation, \$961 Insurance. Freeman supported the motion and motion carried.

#### Old Business

- 1 Update on Building Maintenance: No update
- 2 Update on Tool Crib/ Vehicle Maintenance: The tool crib has been cleaned out. Hall, the Maintenance Consultant, provided the board with an Operational Readiness Report. A very detailed report that focuses on known issues and major issues were brought to the boards attention. Zemla made a motion to purchase two new tires and to fix the oil leak. Wooley supported the motion and motion carried. Zemla will reach out to the school to see if the department can wash the underneath of the vehicle so the oil leak can be fixed. Chief Ormes was going to reach out to the DNR letting them know they were giving the ATV back to them.
- 3 Update on Medical/Non-Filed Rescue Reports: McNamara reported there were two missing reports for the month and he was reviewing what happened. The previous missing runs from January were not able to be located. McNamara has not heard back from the State or Tri-County regarding the investigation for the multiple missing reports from 2023.
- 4 Update on Fire Department Gear/Inventory Update: Lieutenant Witt reported that he has started doing inventory and was making a lot of changes. He was going through and labeling & documenting the expiration dates along with who the gear was assigned to. There were two sets of boots that were returned which paid for the vests the department needed. There was discussion regarding extrication gloves. The gloves were approximately \$38 each and they have 20 personnel in need of gloves. Bowen made a motion to purchase extrication gloves for the department personnel and for the funds to come out of the Rescue Budget. Freeman supported the motion and motion carried.

5 Personnel Update: There will be a pinning ceremony for the cadets who passed their firefighters test on Sunday, July 14, 2024 at 3:00 pm. The retirement party for Chief Ormes will be on Sunday, July 28<sup>th</sup> beginning at 2:00 pm with a meal with the board and department and the public will be invited to join at 3:00 pm.

McNamara presented a Just Culture Policy for the department. This policy basically states that any department member can come to the board or leadership to talk, without worry about backlash. Zemla made a motion to adapt the Trust Culture Policy. Wooley supported the motion and motion carried. Roll call vote: Zemla – yes, Freeman – yes, Bowen – yes, Maynard – yes, Wooley – yes and Green – yes.

6 Firefighters Association – Federal Tax Exemption Status: on hold – Secretary/Treasurer of the Association resigned. The firefighters association bi-laws need to be updated prior to filing for the new 501C3 status.

7 Association/Authority bi-laws – on hold

8 The department is working with the Broker on the Ambulance and Engine 1. Ovid is not currently interested in the trailer. It will get cleaned out and posted for sale.

9 County Chief Meetings – there were no meetings

10 Other Department Training – There are two other trainings scheduled with other departments, St. Johns & New Lothrop.

11 Spectrum Update: Chief Destinee will be supplying the Secretary/Treasurer Spectrum bill for review. The Secretary/Treasurer will work with Chief Destinee on getting the amounts that the Fire Department paid compared to what the Village of Elsie has paid.

12 Department Survey – Discussion is on hold

13 Audit - Secretary/Treasurer working with the Village of Elsie with obtaining documentation from the prior Secretary/Treasurer for the audit. Secretary/Treasurer will work on audit information beginning in August.

14 Grant Update – Chief Ormes – ended up missing the deadline, did not apply.

15 Letters of Preservation/FOIA Update: The attorney has created a FOIA Policy for the board to adapt. Once the policy has been adapted the attorney will assist the FOIA Coordinator (Secretary/Treasurer Bowen) with drafting a letter to send to the Grinnell's attorney.

16 Other Old Business: None

#### New Business:

1 Zemla made a motion to appoint Zachary McNamara as the new Chief, Heath Arnett as the new Assistant Chief over the Fire side and Rob Saul as the new Assistant Chief over the rescue side, effective August 1, 2024. Wooley supported them motion and motion carried.

2 Freeman made a motion to adapt the FOIA Policy as presented. Zemla supported the motion and motion carried. Roll call vote: Zemla – yes, Freeman – yes, Bowen – yes, Maynard – yes, Wooley – yes and Green – yes.

3 Freeman made a motion to set a \$500 purchase limit for the department. The \$500 does not have to be approved by the board prior to the department purchasing items needed for operation. Wooley supported the motion and motion carried.

4 Freeman made a motion to write a check to the Village of Elsie in the amount of \$961 for the 2024 MML dividend check that the Fire Department received. The Village of Elsie pays for the insurance through MML so it is the right thing for them to receive the dividend check. Zemla supported the motion and motion carried.

5 Zemla made a motion to move the regular August board meeting to August 21<sup>st</sup> at 6:00 pm. Maynard supported the motion and motion carried.

6 Maintenance Consultant/Maintenance Officer Position - Wait until officers are appointed

- 7 Other New Business: Freeman made a motion for the Secretary/Treasurer to begin looking into the Fire Department having their own internet & phone service through Spectrum. Zemla supported the motion and motion carried.

Guest Comment: None

Wooley made a motion to adjourn the meeting at 8:41 pm. Zemla supported the motion. Motion carried.

Next meeting: August 21, 2024 at 6:00 pm

Respectfully submitted,

Amy Bowen  
Secretary/Treasurer