

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

Elsie Area Fire Association Board Minutes for Board Meeting on November 13, 2024

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

Fire Department Members Present: McNamara

Members Absent: Zemla

Guests: Witt, Hall, Helt, M. Helt, Arnett, J. Bowen, Tabor, Ron Maynard and Ron Simpson

Called to order by Green at 6:02 pm

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

Freeman made the motion to approve the agenda with the addition of Special Guest, Ron Simpson to present after the approval of agenda. Wooley supported the motion and motion carried.

Ron Simpson with the Elsie Heroes' Park Scripture Fund presented their vision for the Elsie Heroes' Park. They would like a second way to honor current and former military and current & form first responders – law enforcement, fire fighters and emergency medical service providers. Through donors, they would like to provide a complimentary scripture brick paver to current and former heroes. This brick would have the individuals name, identifying affiliation along with a Bible verse of his/her choosing. The committee is working on order forms and will provide them to the Fire Department when they have them available. The committee is also looking for a member from the fire department to join the committee to help and to provide feedback.

Freeman made the motion to approve the minutes from the October 9th and the Special Meeting on October 29th, meetings as presented. Wooley supported the motion and motion carried.

Freeman made a motion to approve the Treasurers report with the following balances: \$90,062.13 in checking and \$44,532.57 in the money market. Maynard supported the motion and motion carried.

Freeman made a motion to approve the bills, checks & ACH debits, in the amount of \$9,548.92 for October and \$12,056.33 for November. Wooley supported the motion and motion carried.

Freeman made a motion to amend the budget in the following areas: take \$3354.38 from Unallocated Balance and move to: \$990 to Legal Fees, \$840.67 to Payroll Tax, \$721 to Software, \$605.77 to Vehicle Repair, \$51.49 to Uniforms and \$145.45 to Rescue Supplies. Wooley supported the motion and motion carried

Chief McNamara presented his Chief's report. He discussed recruitment and retention, staffing, department trainings, officer autonomy, upcoming requirements and discussed repeating a department survey. The fire department will be participating in the Cow/Tree lighting ceremony and hosting a light parade on December 7th.

Old Business

- 1 Update on Building Maintenance: The department personnel plan to continue working upstairs. The floor is an issue with many holes. Witt has fallen through holes already.
- 2 Update on Tool Crib/ Vehicle Maintenance: Operational Readiness Report, included, was presented and discussed. The pump for Engine 2 was rebuilt and installed. The department owns the ATV outright and can do as they wish. The DNR does not want it back. The Brush truck can be given back to the DNR at anytime however they do not have a replacement available at this time. Chief will

- follow up with the DNR to see if there are any parts trucks available. Captain Bowen will look into other companies to work with to replace Apollo.
- 3 Update on Fire Department Gear/Inventory Update: Inventory is going well. Things are getting cleaned out and purged what is not needed. The extrication gloves ordered a few months ago still have not been received. Chief will reach out to the company.
- 4 Firefighters Association – The Fire Firefighters Association voted on the new by-laws on October 20th. They are waiting for information from JFCU for the financials. Chief McNamara will be working with Tabor on the 501c3 while they wait for the information requested from JFCU.
- 5 Association/Authority Bi-Laws: Currently on hold
- 6 Engine 1/Trailer for sale update – Helt provided an update regarding Engine 1. The broker stated at the end of the month we should have a formal purchase agreement for \$5000 to sell Engine 1. Bowen made a motion to donate the trailer to the Maintenance Consultant, Craig Hall, for all of the countless hours he has donated his time to helping the department with maintenance issues. Wooley supported the motion and motion carried.
- 7 Spectrum Update: The internet and phones have been switched to Spectrum and are currently working. Bowen updated the Village Council with this information at their November 12th meeting. The previous Spectrum billing issues with the Village of Elsie is currently on hold until the forensic audit has been completed and additional research can be done.
- 8 Huntington Bank Update: Bowen received previous statements from Huntington Bank regarding the credit card that is in Shane Grinnell’s name on behalf of the Fire Department. Freeman presented a current statement that was delivered to the Village of Elsie. The past due amount is \$712.89. Freeman made a motion to pay the \$712.89 and to dispute charges on the card. Wooley supported the motion and motion carried.
- 9 Audit Update – The audit is currently on hold until the forensic audit has been completed. The departments auditor has reached out to the forensic auditors to let them know our state audit is on hold. The state may reach out to the department about the delinquent audit. If so the department can inform them that it is on hold due to a forensic audit.
- 10 Letters of Preservation/FOIA Update: No current update.
- 11 Building Insurance: Bowen reached out to MML to give permission to switch the building insurance from the Fire Department to the Village of Elsie’s policy with MML. Per MML the switch was made.
- 12 Frontier: The fax line through Frontier was canceled with the Spectrum fully functioning.
- 13 Other Old Business: Pop cans – the Bowen’s have taken care of the pop bottles. They were donated to the Veteran through the VFW in DeWitt.

New Business:

- 1 Purchase of Washer for Department – The Fire Department Association purchased the washer for the Firefighters Association to receive the tax exemption and an invoice. The Firefighters Association will be reimbursing the Fire Department’s Association for the cost of the washer.
- 2 Forensic Audit – The forensic auditor has only reviewed six months of information for 2024. There are now two auditors coming to the Village, twice a week. This process is taking longer than originally expected. Freeman stated that there has been discussion about Freeman, Bowen & Chief Bryce meeting with the auditors at a later date to discuss the Fire Department and documents needed.
- 3 2023 Insurance Payment – while recreating the ledger for 2023 for the state audit it was discovered that the Village of Elsie had not paid the Elsie Area Fire Association for the insurance premium per the contract agreement. This was brought to the attention of the Village of Elsie. It was stated that the Interim Village Manager & the forensic auditor are not that far back yet in their research.
- 4 Insurance Claim – there is currently an open insurance claim with MML. Bowen questioned MML to see if there needed to be any additional claims open at this time with the potential outcome of the forensic audit and no further action is needed at this time.

- 5 Chapin Township Board Member – Robb Maynards over 25 years of service on the Elsie Area Fire Association’s Board has been greatly appreciated. The Chapin Township Board will appoint a new representative for the Fire Association Board at their December meeting.
- 6 Budget Committee – 2025/2026 & Set Meeting – Budget committee will be set at the December Board meeting. The committee will consist of the Treasurer, Chief, at least one other board member and other officers on the fire department. The December committee meeting will be set at the next Board meeting as well.
- 7 Other new business: There is no other new business.

Guest Comment: No guest comment

Wooley made a motion to adjourn the meeting at 7:53 pm. Freeman supported the motion. Motion carried.

Next meeting: December 11, 2024 at 6:00 pm

Respectfully submitted,

Amy Bowen
Secretary/Treasurer